FREDERICK COUNTY GOVERNMENT

HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

DIVISION OF HUMAN RESOURCES
FREDERICK COUNTY, MARYLAND

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MEMORANDUM 06-64

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TO: All Supervisors

FROM: Lisa Gregory, Senior Human Resources Analyst

DATE: January 16, 2007

SUBJECT: **REVISED** Policy and Procedures Manual

The following is your **revised** or **new** Human Resources Policy and Procedures Manual. If you already have a Policies and Procedures Manual, please take your existing binder and remove/recycle all pages and then insert the following bundle in your binder. If for some reason you do not have a binder please let Kristi Houck in Human Resources know (x11614).

This manual should be used as a reference tool for Human Resources issues. The manual describes HR policies and procedures in greater detail. This manual does not replace the Personnel Rules; rather it should be used as a supplement to the Rules. When using this reference manual, there is both an index and a table of contents for searching for particular items/key words.

As needed, the Division of Human Resources will revise or add new policies to the manual. A message board will be posted on the Human Resources' intranet website (http://county/pers/). When a policy has changed, the message board will state the change to the policy and provide a listing of changes to all policies with their revision date. All new and revised policies can be viewed and printed from the County's intranet website. In addition, e-mail will be sent out to all Supervisors when a change has occurred. It is the responsibility of the Supervisor to be aware of policy and procedures changes.

These manuals are being distributed to all supervisors, managers, department heads and directors. Books are not transferable from one department to another. Additional books can be obtained from the Division of Human Resources. If you have questions concerning the manual or any of the policies, please contact the Human Resources Division at 301-600-1070.

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FREDERICK COUNTY GOVERNMENT
HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

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POLICY MANUAL ADMINISTRATION

(1.1)

Date: 5/1/02

PURPOSE:

The Frederick County Government's Human Resources Policies and Procedures Manual is designed to describe Human Resources policies and to set forth administrative guidelines and procedures for policies in the Personnel Rules. In addition, the Manual will provide interpretation and clarification of these policies.

This manual is designed to further the following goals:

- To provide a uniform system of human resource administration throughout County government
- To assist Supervisors in enforcing sound practices and procedures, and to aid in consistent decision making throughout County government
- To promote effective communication among directors, Supervisors and employees.

GENERAL INFORMATION:

Each Supervisor should consult their Director, if there are any questions regarding these policies and procedures prior to taking any action. If questions still exist, the Supervisor should contact the Director of Human Resources, 301-600-1070, for further clarification.

POLICY CONTENT AND FORMAT:

The first page of every policy will contain the following information:

Subject of the Policy
Policy Number
Date(s)

All policies will begin with a policy statement, which will contain the purpose of the policy. This will be followed by definitions, (as appropriate), procedures, and general guidelines.

Within each policy, prior Human Resource addendums/policies are included. In addition, the date of the addendum or memo numbers is noted.

RESPONSIBILITY:

It is the responsibility of all supervisory personnel to be aware of and follow these policies and procedures.

Supervisors who are assigned a manual are responsible for keeping their copy current and for ensuring that appropriate revisions and updates are added to their manuals as needed. The most current manual will be available on the Human Resource's Intranet website.

In addition, the policies and procedures contained in this manual should be made accessible to all employees.

POLICY DEVELOPMENT:

The Division of Human Resources drafts new policies and revises existing policies.

Directors may initiate changes to or creation of policies and procedures. Drafts should be forwarded to the Division of Human Resources who will coordinate the review, discussion, approval, and distribution process.

The Director of Human Resources is the sole and final authority for all decisions related to the approval, revision, or purging of any policy or procedure contained in this manual.

MAINTENANCE OF POLICY MANUAL:

The Division of Human Resources will maintain all original policies and procedures.

As needed, the Division of Human Resources will review all current policies and procedures for validity and update and revise them as necessary. In addition, new policies will be added to the manual.

UPDATE: A message board will be posted on the division's Intranet website. When a policy has changed, the message board will state the change to the policy. Also, a listing of changes to all policies will be displayed with the dates of revision. In addition, Human Resources will try to notify each Supervisor of any policy changes. It is the responsibility of the Supervisor to be aware of policy and procedure changes. All new and revised policies can be viewed and printed from the County's Intranet website.

In addition, the Table of Contents will be revised when revisions occur. It is the responsibility of Supervisors to keep their manuals up-to-date at all times. Again, the most recent version of all policies will be available on the Intranet for review.

DISTRIBUTION:

This policy and procedures manual is being distributed to all Supervisors, managers, department heads, and directors. Books are **not** transferable from one department to another. When an employee changes positions within the County or terminates employment, the policy manual should remain in the original department. When new supervisory positions are created, extra manuals can be received from the Division of Human Resources.

HUMAN RESOURCES MISSION STATEMENT

(1.2)

Date: 5/1/02

PURPOSE AND POLICY:

The purpose of this policy is to establish the mission statement of Frederick County Government's Human Resources Division.

MISSION STATEMENT:

The Frederick County Division of Human Resources is responsible for the administration of Employee Benefits, Recruitment and Selection, Wage and Salary Administration, Affirmative Action, HRIS Data Maintenance, Employee Training, Employee Counseling and Assistance, ADA coordination, and support to the Board of County Commissioners and management. The mission of the division is to provide the above services in a fair and equitable manner and to provide accurate, efficient, and timely services to both employees and County agencies, all in accordance with the policies and procedures adopted by the Board of County Commissioners.

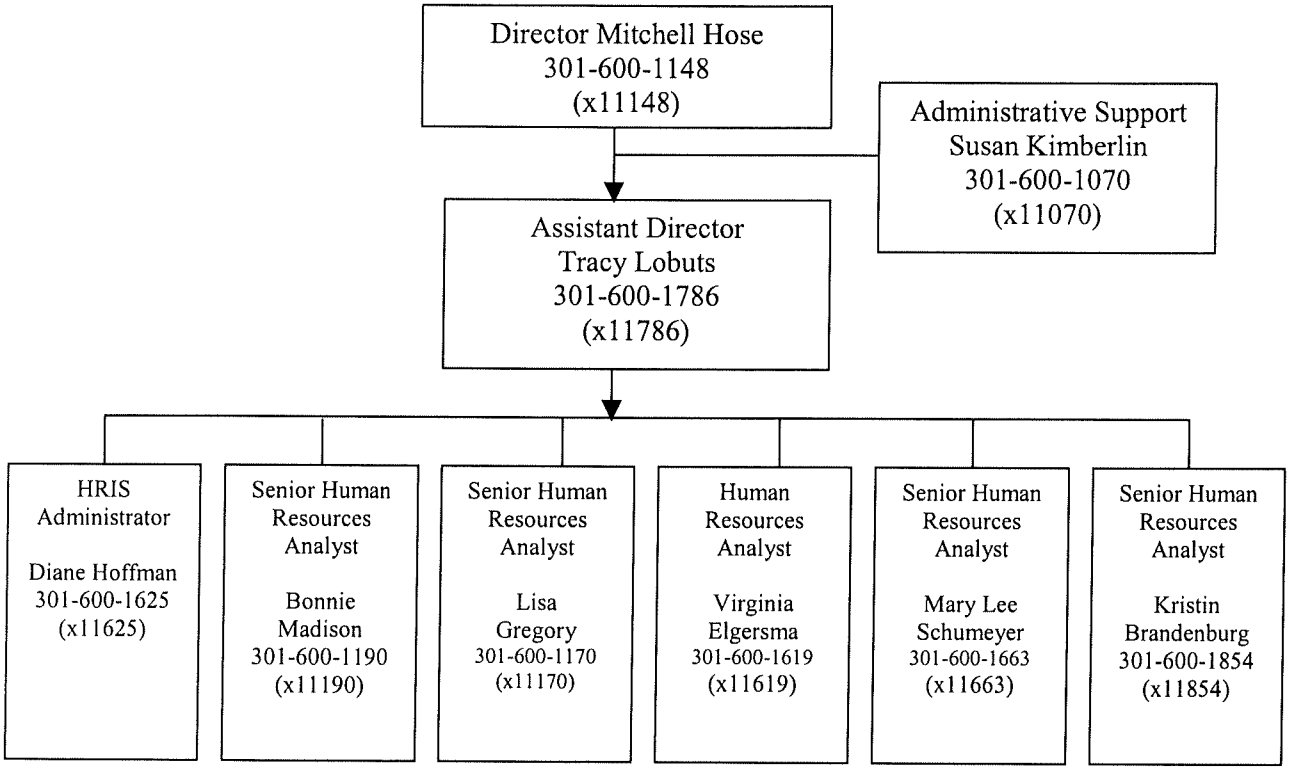
HUMAN RESOURCES ORGANIZATIONAL CHART

(1.3)

Date: 5/1/02
1/1/07

PURPOSE AND POLICY:

The purpose of the chart is to display the organizational structure of the Human Resources Division. Refer to Section 12 – Index & Appendix for listing of Human Resources contacts.



RECRUITMENT PROCESS*

(2.1)

Date: 5/1/02
6/94
1/1/07

PURPOSE AND POLICY STATEMENT:

It is the policy of Frederick County Government to actively recruit and select the most qualified persons to fill positions, while at the same time providing an equal employment opportunity for all.

DEFINITIONS:

APPLICATION/APPLICANT: By submitting a resume (with or without a cover letter) for an advertised vacancy, a person is a valid applicant for consideration. A completed County Employment Application form is required for hire and greatly facilitates the selection process. HR endeavors to obtain a completed County Employment Application form from each applicant.

DEADLINE DATE: This date is stated in a recruitment announcement as the last date to apply. Hand-carried applications must be received in HR by 4 p.m. on that date. Applications sent by mail must be post-marked by that date.

HR: Frederick County Division of Human Resources

POST: to advertise an employment opportunity so that employees and the public have access to the information

RE-POST: When a completed recruitment fails to fill the vacancy (or vacancies) for which it was posted, and is therefore posted again.

TYPES OF RECRUITMENTS:

OPEN COMPETITIVE: Open competitive recruitments are open to all applicants. The recruitment announcement is posted by HR for a minimum of ten (10) workdays.

COUNTY-WIDE PROMOTIONAL: County-wide promotional recruitments are only open to regular and probationary County employees. The recruitment announcement is posted by HR for a minimum of ten (10) workdays.

* HR administers the recruitment and selection process for all County positions with the exception of positions in the State's Attorney's Office. The policies and procedures herein do not apply to the State's Attorney's Office.

PROMOTIONAL (INTERNAL/IN-HOUSE): Promotional recruitments are posted only within the agency/department where the vacant position is located. Only regular and probationary County employees from within that agency/department may apply. Upon approval from HR, the promotional opportunity is posted by the department for a minimum of ten (10) workdays. All interested employees must respond in accordance with the information distributed. Following deadline, the Department Head/Supervisor will review all applicant information. A letter outlining the process and the selection must be submitted to HR and approved before a promotional offer is tendered.

DEADLINE DATE / RESPONSE TIME: All County recruitment announcements allow a minimum of ten (10) workdays between the posting date and the deadline date. A greater interval of time can be allowed at the discretion of HR. As needed, recruitments can be posted as "open-until-filled," wherein the review and referral of applications is an on-going process until the referenced vacancy has been filled.

ADVERTISING:

Only HR is authorized to place recruitment advertisements.

Newspaper(s): For open competitive recruitments a help-wanted advertisement is placed in the Sunday edition of the Frederick News-Post. HR pays for the ad in the Frederick News-Post. For certain positions it may be appropriate to advertise more extensively and by other means. Individual departments may specify other publications, Websites, etc. for HR to advertise their vacancies. When HR is billed for this additional advertising, the costs will be passed on to the department.

County cable television channel (19): Open competitive recruitments and County-wide promotional recruitments are listed on the County cable television channel.

The HR Website (www.co.frederick.md.us/HumanResources): Open competitive recruitments and County-wide promotional recruitments are listed on the Job Opportunities page of the HR Website.

Other County sources:
- Copies of recruitment announcements are available at HR.
- HR sends a weekly summary of current recruitments to Building Managers.

RECRUITMENT ANNOUNCEMENTS:

Recruitment announcements generally include the following information:
- Job code and position title
- Work hours or work schedule
- Department and division
- Application deadline (when applicable)
- Pay rate

- Overview of duties and supervision
- Examples of work
- Qualifications and requirements
- Special physical requirements (when applicable)
- Special requirements (e.g. certifications, availability, etc.)
- Examination information

NOTIFICATION OF APPLICANTS:

It is stated in the approved Affirmative Action Plan (rev. October 6, 1987), that all applicants for a posted recruitment shall be notified as to the status of their application within fifteen (15) calendar days of the close of that recruitment.

RECRUITMENT STEPS:

(sample – for open competitive recruitment or County-wide promotional recruitment)

- Request To Fill Vacancy (RTFV) form and position description arrive in HR for review, verification of the vacancy and of position details and approval to proceed with filling the vacancy
- Approved RTFV sent to Budget Office
- Budget Office verifies funds and approves filling the vacancy; RTFV returned to HR
- Recruitment announcement draft prepared by HR; draft (with questions/suggestions) sent to the hiring department's contact person named on the RTFV
- Contact person replies to HR to resolve questions and reach agreement on recruitment announcement text
- When appropriate, AA stats reviewed by HR Director; other related recruitment sources contacted if applicable
- HR record-keeping processes initiated to track and maintain information for the recruitment
- Classified advertisement text transmitted to newspaper(s) and other publications as appropriate
- Recruitment announcement posted in HR lobby
- Recruitment posted on HR website (www.co.frederick.md.us/HumanResources) and on cable TV (channel 19)
- Job Opportunities summary (from Website) sent to Building Managers at other County buildings (beginning of each week)
- Letters sent to Eligible List candidates, if applicable
- Applicant information logged into tracking system as received in HR
- Recruitment closes
- Applicants listed on review sheet
- Preliminary screening review, etc., completed by HR Analyst and/or HR Director
- Application review results reviewed by Supervisor from hiring department. Selections made for referral and interview (HR makes final determination)
- Selection Summary sheet prepared showing candidates referred for interview

- HR sends letter to each applicant advising of selection/non-selection for interview and/or testing (this letter can include time/location of appointment, at the option of the interviewing department)
- Referral packet prepared for department, including the following:
    - Copies of referred applications and all attachments/letters
    - Selection Summary form for completion
    - Instruction memos from HR to interviewers
    - Physical examination and drug test packet, when applicable
    - Orientation packet, when applicable
- Department conducts interview/selection process and extends job offer
- Department returns selection documentation to HR, per instructions
- Department contacts candidates in writing who were interviewed but not selected for hire

FILLING A VACANCY

(2.2)

Date: 5/1/02
6/94

PURPOSE:

The purpose of this policy is to explain the process of filling a vacancy.

PROCESS:

A. When a vacancy occurs within a department, caused by either creation of a new position, transfer of an employee, or separation of an employee, etc., a process is to be initiated to fill that vacancy (refer to Section 2.1).

B. Having received approval to fill a vacancy, a department may request to have the recruitment opened or may request to attempt to fill the vacancy from an existing Eligible List. If HR determines that there is an appropriate Eligible List, referrals can be made from this list without opening a new recruitment.

C. In the case of a request for a non-competitive promotion or placement, the department must submit to the HR Director an additional request to justify the reason that the employee concerned should be promoted. If this type of appointment is approved by HR, no recruitment announcement or advertisement will be issued.

- Applicant review and referral for interview (refer to Section 2.1)
- Contacting applicants for interview (refer to Section 2.4)
- Interview process (refer to Section 2.4)
- Administering tests as part of the selection process (requires approval from HR, refer to Section 2.5)
- Notifying candidates of selection decision (refer to Section 2.4)
- Completing the selection process (refer to Section 2.4, 2.5)
- New employee orientation (refer to Section 2.4, 4.1)

PROMOTION OR DEMOTION:

If the selection results in promotion or demotion of a present employee, the rate of pay should be confirmed with HR before offer to be sure that it is in accordance with the Personnel Rules.

PAY ABOVE ENTRANCE:

Requests for pay above entrance must be approved by the HR Director (and in some cases the County Manager and/or BOCC) and the prospective employee should be made aware of this procedure. (refer to Section 6.4)

EMPLOYMENT APPLICATIONS

(2.3)

Date: 5/1/02

PURPOSE:

The purpose of this policy is to describe the standard County application procedure.

GENERAL GUIDELINES:

Applicants for County employment are to complete a separate (Frederick) County Employment Application form for each position sought. An applicant cannot be placed in County employment without a completed County Employment Application form.

In all cases except an in-house/promotional process, applicant info is to be submitted directly to HR. An application has not been "received" for consideration until it arrives in HR.

It is the responsibility of the applicant to make and keep copies of their own application form. Once submitted to HR, County Employment Application forms (and any attachments) become the property of the County.

RESUMES/COVER LETTERS/LETTERS OF REFERENCE:

To ensure that complete and consistent applicant information is collected, every section of the County Employment Application form should be completed, even when a resume is submitted with the County Employment Application form. A resume and/or cover letter should only supplement the County Employment Application form, to highlight experience and training for a particular position.

Letters of reference are not required at the time of application, but may be submitted with the application form, or presented at the time of the interview.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION DATA FORM:

Frederick County is an Equal Opportunity Employer. The County Employment Application form contains an Affirmative Action Data Form in order to comply with Federal record keeping and EEO/Affirmative Action requirements. Applicants <u>are not</u> required to furnish this information.

EMPLOYMENT INTERVIEWS & CHECKING REFERENCES

(2.4)

Date: 5/1/02
12/20/01

PURPOSE AND POLICY:

The purpose of this section is to state County policy for conducting employment interviews and checking the references of applicants considered in a competitive recruitment process for County employment.

GENERAL:

Upon referral of applications for interview, the hiring department assumes responsibility for effective completion of the selection process and all related documentation. The hiring department must interview applicants who are referred by HR (refer to Section 2.2)

SETTING UP THE FIRST APPOINTMENT:

A. Based on a schedule provided by the hiring department, HR usually includes the interview (or testing) appointment information in the letter sent by HR to advise the candidate that they have been selected continue in the selection process.
B. If the hiring department would like to contact each referred candidate by telephone to schedule the appointment. HR must grant permission. Instructions will be given to the department to ensure that the candidates are given proper notice.
C. Additional steps in the selection process (e.g. second interviews, testing, etc.) are the responsibility of the hiring department. Guidelines may be obtained from HR.

TESTING:

The hiring department has the option of administering related tests as part of the selection process (upon approval from HR). Approved procedures for doing so are detailed in Section 2.5. For further clarification, contact HR.

CONDUCTING THE INTERVIEW:

NON-DISCRIMINATION:

Managers and Supervisors must carefully consider the questions they ask during an interview. Questions must not be asked nor comments made during the interview that reflect (or may appear to reflect) bias or discrimination on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, place of birth, age, or physical or mental condition, Refer to "What Can and Cannot Be Asked" in Index & Appendix-Section 12.

AMERICANS WITH DISABILITIES ACT (ADA):

Discrimination against individuals with disabilities is illegal under the ADA, as well as Maryland's Fair Employment Practices Act. Applicants may be questioned about their ability to perform the essential functions of the job. It is illegal and prohibited for an interviewer to directly ask applicants if they have a disability. If applicants indicate that they cannot perform an essential job function, hiring managers must proceed to a discussion of reasonable accommodation. If there is a possibility that a person with a disability can perform an essential function with an accommodation, the hiring manager is obligated to provide a reasonable accommodation unless it causes an undue hardship.

AFFIRMATIVE ACTION:

The hiring manager/supervisor is responsible along with the Division Director for meeting the Affirmative Action goals established in the department/agency.

STRUCTURED INTERVIEW PROCESS: (12/20/01)

A. HR strongly recommends the use of the structured interview in which there is:
- a review/analysis of the job and its requirements
- a set of job-related interview questions developed prior to the interview and used for all candidates and
- a systematic means of evaluating candidates' responses.

For more details and guidelines on the structured interview process, contact HR.

B. HR recommends the use of interview panels when practicable or appropriate.

C. A telephone interview should only be used when circumstances prevent an in-person interview.

INTERVIEW OVERVIEW:

The interview is the critical step in the hiring process. Documentation of this process is good practice that leads to better hiring decisions. From a legal perspective, documenting judgments about applicants based on the interview is critical. Hiring managers must be prepared to show what screening factors were used, how they related to the position, and how one candidate was shown to possess more of the factors than other candidates based on the information developed in the interview. If it is stated on the Selection Summary form that a candidate is not as well qualified as the candidate selected, there should be notes to justify why. These selection notes are usually sent back to HR with the completed paperwork. If preferred, the selection notes (only) may be kept at the hiring department/agency. These notes must be available for review.
- Each referred candidate, if available, must be interviewed
- Each interview should be basically the same (i.e. same interviewers, same questions, etc.)
- All questions must be job related and clearly non-discriminatory. Refer to "What Can and Cannot Be Asked" in Index & Appendix-Section 12.

- The hiring department is to compile a complete record of the selection process (e.g. interview questions used, exams given, forms used, candidate responses, letters, references, etc.). These records are part of the documentation returned to HR following completion of the selection process.

CHECKING REFERENCES:

Before an offer of employment is extended, the hiring manager is strongly encouraged to conduct a reference check on the final candidate(s). Candidates should be notified that a reference check will be done and that the information will be used in making the final hiring decision.

NOTIFICATION OF SELECTION:

A. The hiring department may make the offer by telephone or in person, however an offer letter (or confirming letter) is required.
B. The department must send an offer letter or reject letter to every referred candidate, unless the candidate withdrew from consideration or failed to show for the scheduled appointment.
C. The offer letter must include rate of pay (wage or salary amount), starting date, and conditions under which the offer is made.
D. Rejection letters should not mention future callbacks or application retention. HR can provide samples of acceptable wording for these offer and rejection letters
E. HR will notify all candidates who apply for the position, but are not referred to that department for an interview or testing.

COMPLETED DOCUMENTATION:

A. For a benefited position, once the chosen candidate has accepted the offer, the hiring department will provide the candidate with the pre-employment physical examination/drug test packet. Upon confirmation of a satisfactory physical examination and drug test, the hiring department must submit a completed I-9 form and personnel action form to Payroll.

B. When hiring for a non-benefited position, State and Federal tax withholding forms and the Employee Information form should accompany the personnel action form and the I-9 form.

C. The Orientation Packet is to be given to the new employee at the same time he/she receives the physical examination/drug test packet (the department is not to modify the contents of the Orientation Packet). Detach the outside instruction sheet and follow the stated process to schedule the new employee for orientation.

D. In addition to the above payroll-related forms, HR must receive closing paperwork for the selection process. Upon completing the selection process, the hiring department must send the following back to HR:
   - the completed Selection Summary form,

- the employment application, photocopies HR sent to the department (including the new-hire)
- copies of all letters to candidates, including interview appointments, offer and rejections
- copy of the interview questions
- all selection-related documentation as described above

RETENTION OF DOCUMENTATION:

HR will retain a recruitment file for a minimum of three (3) years. This record will include (where applicable):

- the list of essential duties and job requirements
- factors used to select the applicants referred for interview (if not all applicants are referred)
- the interview questions
- observations/notes of the interviewer(s)
- the evaluation system that was used and its results
- a copy of the offer letter(s)
- a copy of the rejection letter(s)
- copies of candidates' application materials

SKILLS TESTING/EXAMINATION

(2.5)

Date: 3/1/02
4/11/91

PURPOSE AND POLICY STATEMENT:

The purpose of this section is to assure that any testing administered to candidates is consistent with Frederick County's policy that sound, consistent and effective human resources selection methods are used to identify the most qualified persons to fill positions at Frederick County Government.

For many positions ,an important way to determine whether a candidate is capable of completing the job functions is through a pre-employment skills test or examination. HR does not administer these examinations. Each department may choose whether such testing will be used as part of their hiring processes. It is the responsibility of individual departments to administer and score these examinations.

GENERAL GUIDELINES:

Any and all tests administered to candidates in the selection process must be pre-approved by Human Resources. This applies to specialized tests developed based on individual departmental needs, as well as "standard" testing formerly administered by HR. This also applies even if the department has previously been approved to administer the same tests to another candidate group. Requests to administer testing must be approved by HR for each selection process.

<u>To administer testing, the following points may be helpful:</u>

- With a small group of candidates it may be easiest to administer testing as part of the interview appointment, however with a large group of candidates (12 or more) it is usually more expedient to schedule a group test, and then make interview selections from those successful candidates.
- For tests already on file, HR can help with master copies, scoring keys, and guidelines on how to set-up and administer the tests. In addition to general skills tests, HR has file copies of some specialized tests developed and administered in the past few years. These "standard" (general skills) tests include:

    - Text typing (not data entry) – approximately 25 minutes required
    - Clerical accuracy (English comprehension; accuracy working with names and numbers) – approximately 12 minutes
    - Numbers accuracy (comparing strings of numbers; not math) – approximately 7 minutes
    - Math (pre-algebra math performed without a calculator) – approximately 12 minutes

- Columns (accuracy using a calculator to add columns of numbers) – approximately 5 minutes
- Alphabetizing – approximately 5 minutes

If a large number of still-qualified candidates remain after testing, HR can help with procedures to create a ranked list.

OTHER REQUIREMENTS FOR TESTING:

- Any letter scheduling an appointment that includes testing must give the following information:
  - The time and place for testing (with special parking or access information, if needed), and who will administer the tests
  - The type of testing to be administered, and how much time the candidate should allow for the appointment
  - Any tools or equipment the candidate is required to bring
  - The contact person (name, department, telephone number) for schedule changes or special accommodations
- Test conditions must be the same for every candidate (i.e. noise level, privacy, freedom from interruptions, tools and equipment used, spoken instructions given, etc.)
- The testing monitor is to use a to-the-second, silent timepiece (preferably a stop-watch); testing is not self-timed
- Test materials must be secured, with no copies or samples allowed to leave the department (except for return to HR)
- Candidates' privacy must be protected – names or test information must not be available to others (e.g. saved in a PC document, stacked in a bin, etc.)

Completed test results, ranking information, test papers, master test copies, scoring keys, etc. must be returned to HR along with the completed Selection Summary, employment application copies, letter copies, etc. – no exceptions.

HIRING PROCEDURES FOR TEMPORARY EMPLOYEES

(2.6)

Date: 5/1/02
11/8/90

PURPOSE AND POLICY:

This policy describes the procedures to place temporary employees when needed in situations of extended sick leave, leave without pay or other approved leave; peak periods of unusually high work volume; and/or the time during a recruitment/selection process to fill a vacant position.

Temporary employees are defined in Chapter IV, Section 2 of the Personnel Rules.

PROCEDURE:

- Each department is responsible for assuring that adequate funds are available to cover the costs of any temporary staffing, and that those funds are placed in an appropriate account.
- Temporary staffing may be arranged by HR through an approved temporary agency, by HR through recruitment or Eligible List, or by placement of a qualified individual known to the department.

TEMPORARY AGENCY PLACEMENT:

- Frederick County has an approved bid agreement for temporary office support staffing, with the placement process administered by HR. Individual departments are not authorized to contact temporary agencies for placement services.
- Various types of office support positions, with specific skills sets, are approved for agency placement. Each approved agency is accountable for the skills and performance of their assigned personnel. Any job performance issues with agency personnel are to be immediately reported to HR for resolution.
- To arrange for a temporary office support placement through an approved agency, contact HR (301-600-1070) to confirm details of the placement and to obtain a Request for Temporary Agency Service form.
- A worker placed through a temporary agency is an employee of that agency. No action is taken in County payroll.

RECRUITMENT OR ELIGIBLE LIST PLACEMENT:

- To request a temporary placement through HR by recruitment or by an Eligible List, a Request to Fill Vacancy form (available on the Intranet) and position description is submitted to HR. These placements can be for office support or any other type of County position.
- If a recent and appropriate Eligible List is available, HR will contact candidates on that list in an effort to staff the temporary position. The department may choose whether to

interview candidates prior to selection, or may choose to accept the first candidate available from the HR contacts.

- If a recruitment announcement is issued, most of the procedures detailed in Section 2.1 – 2.5 will apply.
- A temporary worker placed from an Eligible List or by recruitment is a County employee. Payroll processes and documentation must be completed.

DIRECT PLACEMENT BY DEPARTMENT:

- A department may hire a temporary worker known to meet the qualifications for the available assignment. The department must clearly advise the worker of temporary status and anticipated duration of the assignment.
- This temporary worker is a County employee. Payroll processes and documentation must be completed. This worker has not been placed by competitive process and is therefore not eligible for transfer/promotion into a benefited County position.

APPROVAL OF OVERLAP DAYS:

The Director of Human Resources may approve up to five (5) days overlap employment (when the temporary worker and the employee being replaced are both at work, on payroll.) The department is responsible for assuring that adequate funds are available to cover this overlap.

PRE-EMPLOYMENT PHYSICAL EXAMINATION & DRUG TESTING

(3.1)

Date: 12/20/01
7/23/90
1/1/07

PURPOSE AND POLICY:

The County's Controlled Dangerous Substance (Drug Testing) Policy, as approved by the Board of County Commissioners, requires drug testing for all new regular County employees (including those who work 50% or more). In addition, as directed by the Board of County Commissioners, all new regular County employees (including those who work 50% or more) are required to pass a pre-employment physical examination. Certain positions (of those who work less than 50%) are also required to pass a pre-employment physical examination and/or pre-employment drug test, depending on the sensitivity of the position.

The purpose of this policy is to state the procedures of the pre-employment physical examinations and drug testing for candidates selected to fill a vacancy with the County.

PROCESS:

The process for the pre-employment physical exam and drug test are as follows:

1. The recruitment announcement will list the pre-employment physical examination and drug test requirements.
2. After interviewing the candidates, the position may be offered under the condition that the selected candidate passes the physical examination and drug test.
3. After the candidate has accepted the offer, he/she must arrange to pick up the physical examination/drug testing packet and instructions from the department. This packet will accompany the applications and other forms, which are sent to the department for the interview process. At the time the packet is given to the candidate, the person's social security number should be received. This information is not on the employment application form, however it is needed to track the drug test results.
4. Call Human Resources (301-600-1070) with the social security number, the selected candidate's name and the position he/she will fill. Also, advise Human Resources whether the position will require the person to have (or obtain) a Commercial Driver's License.
5. The physical examination and collection of the urine specimen will take place at Occupational Health Solutions (CorpOHS Frederick). No fee is charged to the prospective employee. For the physical examination it is recommended that the candidate call Occupational Health Solutions (OHS)to schedule an appointment. (240-566-3001) This is a walk-in medical center, which requires no appointments for drug testing. The office hours for Occupational Health Solutions are 7 AM to 5 PM, Monday - Friday.

6. OHS will notify the Division of Human Resources as quickly as possible regarding physical exam and drug testing results. The Division of Human Resources will notify the department as soon as the results are received.
7. When the department has been notified of a successful testing, they may schedule the candidate to begin work and attend orientation. Telephone the Human Resources Division to set up the orientation appointment.

NOTE: This process is designed to work quickly, without causing delay in the hiring process. If any problems arise, please contact the Division of Human Resources.

CDL REQUIREMENTS FOR COUNTY EMPLOYEES:

Federal regulations which became effective in January 1996, required all Commercial Driver's License (CDL) holders to pass an initial Department of Transportation (DOT) physical examination and drug test, as well as re-examinations as required to maintain a valid medical certification. It is the department's responsibility to keep track of and schedule the re-examination. Failure to meet the requirements of this comprehensive examination will result in loss of CDL driving privileges.

County positions, which require a CDL, will specify that the selection process will include a "pre-employment Department of Transportation (DOT) physical examination and drug test."

BACKGROUND INVESTIGATIONS/FINGERPRINTS

(3.2)

Date: 2/20/02
1/1/07

POLICY:

The purpose of this policy is to describe the procedures for background investigations/ fingerprints. Any offer of employment for any position working with children or certain secured facilities is contingent upon passing a background investigation.

PROCEDURE:

Before making an offer of employment to a candidate, the department must contact Mary Lee Schumeyer by email (Mschumeyer@fredco-md.net) or by fax (301-600-2314) with the candidate's name and date of birth. Upon receipt, Human Resources will contact the States Attorney's Office to conduct a search of Frederick County District and Circuit Court public records. As soon as the records are searched, Human Resources will email the results to the Supervisor.

At this time, the Supervisor may extend the offer of employment to the candidate contingent upon successful completion of the background investigation.

The department will give the candidate fingerprint cards to be completed at the Sheriff's Office. The attached memo provides the necessary information on hours and location. **The department should emphasize to the candidate that fingerprints should be taken as soon as possible.** Copies of the memo should be kept in the department.

Once the fingerprints are taken, the candidate must bring the cards to Human Resources in Winchester Hall. At that time the cards will be completed. Human Resources will mail the cards to Criminal Justice Information System (CJIS) for processing. When the CJIS report is completed, it is mailed to Human Resources and a copy is also sent to the candidate.

FOR UNPAID (VOLUNTEER OR INTERNSHIP) POSITIONS:

If the position is unpaid (volunteer or internship) the department must still notify Mary Lee Schumeyer by email and cannot allow the person to begin work until notification is received from Human Resources. Fingerprints are not required.

For more information or clarification, please contact Mary Lee at 301-600-1663

ATTACHED MEMO (EXAMPLE ONLY):

To:
From: Mary Lee Schumeyer, Human Resources Division
Subject: Fingerprint Cards
Date:

You have been asked to have a background check as part of your employment with Frederick County Government. To do this, please take the fingerprint cards to the Sheriff's Office Law Enforcement Center at 110 Airport Drive East and they will do the fingerprinting free of charge. Show this letter to a representative to facilitate the procedure. The hours of operation for fingerprinting are Wednesday from 12:00 pm to 1:30 pm, and Saturday from noon to 1:30 pm.

When you are finished bring the cards to me in the Human Resources Office at 12 East Church Street between the hours of 8:00 am and 4:00 pm, Monday through Friday, and together we will finish filling out the cards.

If you have any questions, contact me at 301-600-1663.

ORIENTATION

(4.1)

Date: 10/4/89

PURPOSE AND POLICY:

The purpose of this policy is to set forth procedures for the orientation of benefited employees in County agencies and departments.

Frederick County Government believes that it is important for all new employees to have an understanding of the organization in which they work, the policies and procedures applicable to them, and the benefits for which they are eligible.

GENERAL GUIDELINES:

The Division of Human Resources is responsible for providing an orientation to new County employees. Orientation is scheduled in Winchester Hall for 8 a.m. every Wednesday preceding a payday. Supervisors must contact the Division of Human Resources (301-600-1190) to schedule new employee(s) for orientation on the Wednesday closest to their starting date. The new employee(s) should expect to remain until at least 12:30 p.m. Due to the length of the class, parking is recommended in the public parking deck across from Winchester Hall. The employee's parking stub will be stamped so there is no cost to park in the deck.

The new employee should bring their orientation folder with them to orientation. All forms on the left hand side of the folder must be completed **prior** to orientation. Please advise new employees that they should have social security numbers of all beneficiaries and dependents that they wish to designate for County benefits available for orientation.

Supervisors must forward a personnel action (PA) form and I-9 form to Payroll prior to orientation. All other forms will be collected during orientation. Once a new hire is entered into the Payroll system, an employee identification number will be assigned. Timekeepers will have access to the new employee's identification number through the Payroll/Time Entry system.

PROCEDURES: (5/30/89)

When a new employee is signed onto payroll, the following procedures are included in the orientation process:

1) The new employee is to receive a copy of the Personnel Rules, Frederick County Drug Testing Policy Handbook, which pertains to their specific position, and the Frederick County Employees Retirement Plan Summary Description for their own use. The new employee must sign a confirmation slip to acknowledge receipt of all three listed: Personnel Rules, Drug Testing Policy Handbook, and Retirement Plan Summary. This confirmation will protect the Division of Human Resources and the employee's department from difficulties with taking a personnel action due to an employee's lack of

information about what is proper according to the Personnel Rules. The signed confirmation slip becomes a permanent part of the employee's file

2) The new employee will also be given a copy of the Frederick County Employee Benefits Summary. The new employee must sign for the Benefits Summary and this signed slip also becomes a permanent part of the employee's file.
3) The new employee will also be provided with copies of all brochures/pamphlets giving information relating to employee benefits.

PERSONNEL RECORDS

(4.2)

Date: 4/18/80

PURPOSE AND POLICY:

It is the purpose of this policy to establish procedures and responsibilities for the creation and maintenance of personnel records.

OFFICIAL PERSONNEL FILE: (6/16/94)

The County's primary and official personnel file for each employee is created and maintained by the Division of Human Resources. For new employees, the Division of Human Resources shall establish the official personnel file, which will be that employee's official file as long as he/she remains a County employee.

Supervisors must submit all original records and actions to the Division of Human Resources for retention in each employee's official personnel file. This will include: employment application form; personnel action forms; Employee Performance Evaluations; memos, notes to file, etc. relating to disciplinary actions; letter of resignation; Exit Interview form; Benefits forms; County Property checklist; System Access checklist; and any other forms related to employment decisions or actions affecting that employee.

Also, forms and paperwork should include each employee's legal name, rather than a nickname commonly used by the employee.

When employees leave County employment, their official personnel file will be maintained for ten (10) years from the date of separation (or longer if required by law). The file will be maintained in the Division of Human Resources or placed in permanent storage for this time.

If a former employee is reinstated within one (1) year, the Division of Human Resources will pull the original file for the employee.

EMPLOYEE ACCESS TO RECORDS:

Employees will be allowed access to their official personnel file in the Division of Human Resources during normal working hours. Monday-Friday (8 am – 4 pm) Employees should be prepared to show photo identification to HR staff to review file.

Information that is legally confidential or privileged is **not** available for review by the employee. Letters of reference or comments about employees from previous employers are examples of material that are confidential and will not be released to employees.

If employees desire copies of documents, they will be charged for the copies.

WHO HAS ACCESS TO PERSONNEL FILE:

To insure the confidentiality of an employee's file the following individuals have access to the file; employee; employee's Supervisor, department head, and/or Division Director; Division of Human Resources staff and the Board of County Commissioners or appointing authority.

All other persons may not have access to the files unless the employee releases information in writing.

CONTENT OF FILE:

The County's official personnel file for each employee should include but is not limited to:

1. The employee's original job application for the current position.
2. All original performance appraisal reports and performance standards.
3. The original of every personnel action form that has authorized any change in employment status, position, classification, pay or leave status, etc.
4. All original reprimands and warnings, suspensions, or performance discipline.
5. Written records of discussions shared with employees regarding performance deficiencies.
6. Documents relating to corrective action or disciplinary action.
7. A copy of any other official documents.
8. Original tax information forms including W-4 and state tax withholding form.
9. Original benefit information forms (i.e. health, life, dental and deferred compensation) including beneficiary information.
10. Original I-9 with photocopies.
11. All Pension and deferred compensation information forms including beneficiary designations and change forms.

NAME CHANGE

(4.3)

Date: 6/27/01
1/1/07

PURPOSE:

The purpose of this policy is for employees who need to change their name during the course of employment.

POLICY:

Employees must submit in writing a name change request. Either a letter from the Social Security Office stating that a name change has been requested or the new Social Security Card must accompany this name change request. Any name change involving records cannot be made until the legal event allowing that change has occurred. (Example: name changes due to marriage or divorce must be made after the date of the legal action, not in anticipation thereof.)

If there is any question of the date, a marriage license or divorce court papers may be requested of the employee.

PROBATIONARY PERIOD

(4.4)

Date: 2/7/89
12/22/03
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to explain the probationary period for Frederick County Government employees. All new employees are on probation during the first six (6) months of employment.* Termination may occur at any time during the probationary period. The probationary period may be extended for an additional time, not to exceed six (6) months, upon request of the Division Director and approval of the Director of Human Resources.

DEFINITIONS:

New Employees: Each person, upon initial appointment to any budgeted position approved by the Board of County Commissioners (regardless of the funding source), shall be known as a "probationary employee" until he/she satisfactorily completes a probationary period of six (6) calendar months. * The probationary period shall be regarded as an integral part of the County evaluation process and shall be utilized for closely observing the new employee's work. An employee may be terminated at any time during the probationary period. An employee's probationary period under this category may be extended for an additional time, not to exceed six (6) months, upon request of the Division Director and approval of the Director of Human Resources. A probationary employee is not eligible for the appeal procedure.

Regular Employees: Regular employees who are promoted, demoted or transferred to another position for any reason whatsoever must undergo a probationary period of three (3) months to show that they have proven ability to perform satisfactorily in the new position.

1. An employee in this category may be terminated at any time during the probationary period if his/her work proves unsatisfactory. A probationary employee is not eligible for the appeal procedure.
2. An employee in this type of probationary period shall maintain all County benefits he/she has achieved in the previous position.
3. An employee's probationary period under this category may be extended for an additional time, up to a total of six months, upon request of the Division Director and approval of the Director of Human Resources.

* The probationary period for certain positions as designated by the Sheriff in the Frederick County Sheriff's Office is 18 months. The probationary period for certain positions as designated by the Director of Fire and Rescue Services is 18 months.

TO BECOME A REGULAR EMPLOYEE: (2/7/89)

It is suggested in the Personnel Rules that a Performance Evaluation be completed on a probationary employee three weeks before the end of the probationary period. It is the Department's responsibility to complete the evaluation.

Remember, if the probationary period has ended and the evaluation has NOT been completed prior to the ending date or the probationary period has not been extended, the employee automatically becomes a REGULAR employee subject to all benefits and is entitled to appeal rights.

All completed performance evaluations must be returned to the Division of Human Resources.

EXTENDED PROBATIONARY PERIOD BENEFITS: (1/8/91)

If an employee's probationary period has been extended, he/she will be eligible for all benefits, except the right to appeal. These benefits include, but are not limited to: use of annual leave, educational benefits, extended sick leave, and sick leave donor.

ESSENTIAL EMPLOYEES

(4.5)

Date: 12/22/03

PURPOSE AND POLICY:

The purpose of this policy is to define a Frederick County Government essential employee. To ensure that the County's essential services and functions are carried out on a daily basis as well as in the event of an emergency, Department Heads may designate an employee as essential. If an employee is designated as essential, they are required to report to work in emergency situations. An emergency is defined as an event that is caused by unusual and adverse weather conditions, and/or an event that adversely affects the normal workings of a County facility, service or vehicle.

Employees who work during emergency situations will be compensated according to the Weather Emergency/Administrative Leave and/or Compensatory Time Policy.

10/11 MONTH EMPLOYEES

(4.6)

Date: 12/22/03

PURPOSE:

The purpose of this policy is to describe the procedures for handling 10 and 11 month employees. The policy only affects those employees working for School Health, Frederick County Developmental Center, and Head Start.

PROCESS:

All regular benefited employees must be designated as 10, 11, or 12 month employees. It is important to determine whether an employee is 10, 11 or 12 months because of benefit calculations.

12 MONTH EMPLOYEES:

To be a designated as a 12 month employee, the employee must work every pay period throughout the months of May through August and never have a pay period with zero hours. If an employee will have one pay period (2 weeks) with zero hours, the employee should be treated as 10 or 11 month (see below).

10 or 11 MONTH EMPLOYEES:

1. Employees who are designated as 10 or 11 months must be placed on a Leave of Absence (LOA) effective on the first day of their leave. To place these employees on a LOA, a Personnel Action form or the Human Resources' excel spreadsheet is completed and submitted to Human Resources. Both the Personnel Action form and spreadsheet must detail the following:
    a. Employee Name and ID
    b. 10 or 11 month employee
    c. Beginning leave date
    d. Return date

2. If a 10 or 11 month employee, works any hours during their leave time, a second part-time job record must be added to pay the hours. This new record would be in a part-time status, even if they are working full-time hours. To add the second job record, a Personnel Action Form must be completed. The effective date will be the first date the employee works. No benefits (i.e. health insurance, retirement) will be deducted from this paycheck, because the employee is part-time. Also, no accrual of vacation and sick leave, or retirement credit will occur.

PART-TIME EMPLOYEES:

All part-time employees (non-benefited) can remain active throughout the standard LOA period; part-time employees do not need to be placed on a LOA status.

VERIFICATION OF EMPLOYMENT ELIGIBILITY (FORM I-9)

(4.7)

Date: 1/1/07

PURPOSE AND POLICY:

In order to comply with federal laws, Frederick County Government must properly maintain employment eligibility verification forms for all employees hired after November 6, 1986. These forms are often referred to by their document number, which is I-9. In 2005, the Department of Homeland Security (DHS) became responsible for overseeing employment eligibility verifications. This policy will outline the general procedures for processing form I-9, however, supervisors are responsible for following all of the guidelines set forth by DHS on the instruction page of the most current form I-9. A sample form I-9 is included in the Appendix of this manual (Section 12).

PROCEDURE:

Supervisors should read the page of instructions that is included with form I-9. These instructions must also be available to employees who are completing an I-9.

All new hires must complete the Employee section of form I-9 no later than 3 business days after they begin working for the County. Within that time they must also present acceptable documentation to establish their identity and eligibility for employment in the United States. Supervisors must inspect the documentation provided by the employee, record the document information on the I-9, and complete the Certification section of the form. Supervisors must also make a photocopy of the documents they have inspected and attach that copy to the I-9. Completed I-9's must be attached to the Payroll Action form that will go to the Payroll department so that the employee can be added to the payroll system.

If the I-9 process is not completed by the 3rd business day after the employee starts working for the County, the supervisor must contact Human Resources. Typically, if the process cannot be completed in a timely manner, the employee must be sent home and may not be allowed to return to work until he/she can complete the I-9 process, including the presentation of acceptable documentation.

EMPLOYEE SECTION:

Supervisors are responsible for ensuring that the new hire has completed all of the applicable areas of the Employee section of form I-9. Often employees will fail to mark one of the check boxes, or they will fail to sign/date the form where indicated. The supervisor should review the Employee section before moving on to complete any other sections.

ACCEPTABLE DOCUMENTATION:

Form I-9 includes a List of Acceptable Documentation which must be used to determine what documents the new hire is allowed to present. There are three lists: List A, List B, and List C. The employee may either present one document from List A (his passport, for example), **OR** he

may present one document from List B (such as a drivers' license) plus one document from List C (such as his birth certificate). Employees are free to choose from the documents listed on form I-9 and supervisors CANNOT specify which of documents in each list they will accept.

Supervisors must inspect the documents presented and verify that they are authentic. If there is any question about whether a document is acceptable, supervisors should contact Human Resources. Once the documents are deemed acceptable, supervisors must complete the Employer Review and Verification Section. For each document, supervisors must write down the document title, the issuing authority, the document number, and the expiration date (if applicable).

In accordance with County procedures, supervisors must make a copy of the documents they inspect and attach it to the I-9.

CERTIFICATION:
In the Certification section, Supervisors fill in the date that the employee began working for the County, then complete the signature area. The person who signs and certifies the form must be the same person who inspected the documents and completed the verification section.

PAYROLL PROCESSING:
Once the I-9 is complete, it needs to be forwarded to the payroll department, along with the Personnel Action Form. The payroll department will not add a new employee to the payroll system until the I-9 is received. If you have an employee who has performed work for the County but is not able to complete the I-9 process for any reason, contact Payroll before the end of the pay period to notify them of the situation.

RECORDKEEPING:
Completed I-9 forms are maintained in Human Resources. Human Resources must have the employee's original I-9; faxed copies are not acceptable.

CLASSIFICATION PLAN*

(5.1)

Date: 5/1/02
1/1/07

PURPOSE AND POLICY:

The Director of Human Resources, under the direction of the Board of County Commissioners, is responsible for administering the Classification Plan. The Classification Plan is the arrangement of positions into separate grades based on the job audit questionnaire and/or position description.

The Director of Human Resources will examine the nature of the positions as they are created and allocate them to the existing grades; make changes in the Classification Plan as are made necessary by changes in the duties and responsibilities of the existing positions; maintain competitive in the market place; and, periodically, review the entire Classification Plan and recommend appropriate changes.

DEFINITIONS:

POSITION: a group of currently assigned duties and responsibilities requiring full-time or part-time employment of one person. A position may be occupied or vacant.

CLASS: a group of positions (or one position) that: (1) has similar duties and responsibilities; (2) requires like qualifications; and (3) can be equitably compensated by the same salary range.

CLASS TITLE: official designation of a position as stated in the class specification.

MAINTENANCE OF PLAN:

1. Each time a new position is proposed to be established, a position description shall be completed by the Division Director and submitted to the Director of Human Resources for review. If needed, the Director of Human Resources will submit his/her findings and recommendations to the County Manager for approval.

2. Each time a department or division is reorganized, position descriptions for all affected employees shall be submitted to the Director of Human Resources for review and approval. If needed, the Director of Human Resources will submit his/her recommendations to the County Manager for approval.

3. The Director of Human Resources may require departments/divisions or employees to submit job audit questionnaires on a periodic basis or at any time there is reason to believe that there has been a change in the duties and responsibilities of one or more positions.

4. Each time a new class is established, a class specification shall be written and incorporated in the existing Plan. The class title shall be added to the Classification Plan. Likewise, an abolished class shall be deleted from the Classification Plan by removing the class specification and eliminating the class title.

5. Position descriptions can be distributed to all Division Directors and be made available upon request to employees and their representatives.

NON-CLASSIFIED POSITIONS AND EMPLOYEES:

Due to the nature and conditions involving certain positions throughout the County government, it may be impractical to establish these positions as part of the regular Classification Plan as they apply to compensation and fringe benefits. These positions shall be known as "non-classified positions" and persons filling these positions shall be known as "non-classified employees." Examples of such non-classified positions and employees may be persons working as Shelvers in the Library system, persons employed under a "work-study" or a "seasonal jobs" program, and part-time employees.

Non-classified employees shall be required to observe all Personnel Rules relating to employment the same as classified employees.

OFFICIAL COPY OF THE CLASSIFICATION PLAN:

The Director of Human Resources shall be responsible for maintaining an official copy of the Classification Plan. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office.

CLASSIFICATION SYSTEM (POSITION BY GRADE)*

(5.2)

Date: 5/1/02

PURPOSE AND POLICY:

A job evaluation plan was developed for comparing the duties and responsibilities of County positions to selected quantifiable criteria (i.e. job evaluation factors.) The plan was designed to determine position alignment and salary ranges. Positions are assigned to pay grades and salary ranges based on a number of specific evaluation factors, tailored to the characteristics of the classes. Each factor selected measures a significant and distinct characteristic or element of a class with a minimum of overlap and applies to all classes to varying degrees.

DEFINITIONS:

PAY GRADE: one of the established salary ranges within the total classified pay plan for which a minimum and maximum rate is established. Each position is assigned to a pay grade.

POSITION DESCRIPTION: a written description of the nature of the work, level of responsibilities, significant environmental factors, required skills, and minimum qualifications for a class. The position description includes an appropriate title, description of the nature of the work performed, the essential duties of the position, the minimum qualifications of the position, physical requirements needed and any special requirements (i.e. certificates or licenses).

JOB AUDIT QUESTIONNAIRE: a document used for job evaluation. It contains information which describes a specific position: i.e. the specific duties of a position, nature and scope of supervision, job complexity, scope and impact, education and experience, specific skill requirements, working conditions, and other information relevant to the evaluation of the job.

CLASSIFICATION PLAN: the arrangement of positions into separate grades based on the job content questionnaire and position description.

MINIMUM QUALIFICATIONS: criteria established for the initial screening of job applicants. Minimum qualifications are usually expressed in terms of the nature and amount of formal education, training, work experience, as well as any special requirements such as licenses, certifications or physical standards. Minimum qualifications are set at a level that provides a reasonable likelihood that a candidate for the job possesses the most important minimum required knowledge, skills, and abilities for adequately performing entrance level work in the job.

CONCEPT OF CLASSIFICATION:

Job classification is a system of identifying and describing the different kinds of work in an organization and then grouping similar positions under common classification titles. It establishes the orderly grouping of an organization's positions into a framework based on logical

relationships among the positions. The system identifies differences and similarities in kinds of work, job complexity and the responsibility of duties among positions.

Classification is based on job content rather than on employee qualifications or how well an employee can perform the duties of a job. Job content is the kind and level of work assigned to a position.

Classification can be used for management purposes, such as to:

- identify or create career ladders within an organization;
- form an equitable basis for compensation;
- identify specific recruitment and selection criteria;
- design new jobs or to modify existing jobs;
- indicate methods of decision making, organizational chain of command, and lines of authority;
- aid in planning and budgeting for personnel services.

SALARY ADMINISTRATION:

The County has an "open range" plan. With an open range plan, salary advancement should be based on an employee's performance and salary position within the range. (i.e. employees whose salaries are below range midpoint would receive a proportionately greater percentage increase than employees whose salaries are greater than the range midpoint.) New employees are normally hired at the minimum of a range. However, depending on market conditions and other factors, employees may start at salary levels above the proposed range minimums.

In this regard, the Director of Human Resources may authorize the hire of new employees up to 10% above range minimums and the County Manager has the authority to hire new employees up to 20% above range minimums when necessary.

SALARY/MIDPOINT CONCEPT:

With an "open range" system, the manner of salary administration is based on the relationship of employee salaries to the midpoint of their salary ranges. The relevance of the salary midpoint concept is that salaries should be administered in such a way to accelerate salary advancement toward midpoint in order to be able to retain employees.

MERIT INCREASE:

Under the open range concept, employees should receive one annual salary adjustment, which would take into consideration increases in market salaries as well as their performance (merit). The employee will receive a merit increase of 3.5% of the midpoint of the grade along with any cost of living adjustment determined by the Board of County Commissioners. Both merit and cost of living increases have to be approved by the Board of County Commissioners. All employees receive their merit and cost of living increase at the same time (i.e. July 1) to ensure that all employees are being treated uniformly.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office.

POSITION EVALUATION SYSTEM (HENDRICKS)*

(5.3)

Date: 5/1/02
1/1/07

PURPOSE AND POLICY STATEMENT:

The County utilizes a classification system based on seven weighted job evaluation factors developed by Charlie Hendricks of Hendricks & Associates, Inc. Positions are assigned to pay grades and salary ranges based on the seven weighted job evaluation factors. Within a salary grade, there is a minimum, midpoint and a maximum for that level.

GENERAL GUIDELINES:

POSITION EVALUATION METHOD: Jobs are evaluated by considering the actual requirements, duties, and responsibilities assigned to a particular position. The position is the basis for classification, not the character or performance of the employee.

The occupation or type of work, the level and complexity of work assigned, the responsibilities expected, and the placement of the position in the organization are critical elements in job evaluation.

Jobs are evaluated on the basis of the skills and duties required as a normal part of the job. Position evaluation is not based on the volume of work assigned or the quality of the incumbent's performance. It is not a method of rewarding longevity or competence.

FACTORS AND WEIGHTS:

Seven evaluation factors were selected which include Job Complexity, Education/Experience, Scope and Impact, Supervision Received, Working Relationships, Working Environment and Physical Demands. Evaluation weights are applied to each factor to reflect its relative importance. The following table shows the evaluation weights (expressed as a percentage of the total) established for the seven evaluation factors:

Factor	Weight
Job Complexity	25.0%
Education/Experience	10.0%
Scope and Impact	30.0%
Supervision Received	10.0%
Working Relationships (Contacts)	20.0%
Working Environment	3.0%
Physical Demands	2.0%
TOTAL	**100.0%**

SUMMARY OF JOB/POSITION EVALUATION FACTORS:

JOB COMPLEXITY: This factor covers the nature, number, variety, and intricacy of tasks, steps, process, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. This factor also covers the judgment needed to apply guidelines, the nature of guidelines, and authority to depart from and to adopt guidelines.

EDUCATION AND EXPERIENCE: This factor measures the combination of formal education, training and practical experience needed to fully perform the requirements of the position. In addition, certifications and professional designations needed to fully perform the requirements are measured.

SCOPE AND IMPACT: This factor covers the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. Impact measures such things as whether the output facilitates the work of others, provides timely services of a personal nature, or impacts the adequacy of the programs.

SUPERVISION RECEIVED: This factor covers the nature and extent of direct or indirect controls exercised by the Supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the Supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.

WORKING RELATIONSHIPS (CONTACTS): This factor refers to the responsibility to deal with individuals or groups, such as representatives of organizations, legislative bodies, or community groups to accomplish work objectives. Consideration is given to the purpose of contacts, their difficulty, importance, and level within or outside the organization.

WORK ENVIRONMENT: This factor measures the discomforts or unpleasantness of the work environment. Frequency of exposure to unpleasant or discomforting conditions is considered. This factor also considers the hazards present on the job even though all reasonable safety precautions have been taken. Frequency of occurrence is also considered.

PHYSICAL DEMANDS: This factor covers the physical requirements and demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, reaching, using quick and frequent hand/arm and/or foot/leg movements). The frequency or intensity of physical exertion must also be considered (e.g. work requiring prolonged standing or work requiring continued staring or listening requires greater physical effort than one that does not require that kind of endurance).

JOB EVALUATION:

Each County position is compared with other positions, one factor at a time. This process results in establishing relative levels or ranks for all classes on each of the factors. Classes considered equivalent are grouped at the same level. After grouping the classes, the factor level is recorded for each classification. Next, evaluation point scores are assigned to each level for each factor. The points assigned are computed to reflect the relative weights of each factor.

SALARY GRADE DETERMINATION:

Each class is assigned weighted evaluation points, evaluation point scores for each class are added to produce a total weighted point score. The total weighted points are numerical representations of the relative value of County classes, which forms the basis for grouping classes of comparable value into position grades. The total weighted points are reviewed to determine the number of salary grades.

PROCEDURES FOR CLASSIFICATION/EVALUATION OF NEW POSITIONS:

Whenever a new position is established or duties of an old position change, the Division Director must submit in writing a comprehensive position description detailing the duties of such a position. The Director of Human Resources shall classify the position to one of the classes in the Classification Plan.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office.

COMPENSATION & SALARY PLANS*
(EXEMPT & NON-EXEMPT)

(6.1)

Date: 5/1/02
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to provide for a consistent and systematic method of ensuring that salary rates and salary administration plans for employees are implemented and periodically adjusted in a manner consistent with established principles of compensation.

The Division of Human Resources has the primary responsibility for ensuring that salary rates are established using a consistent procedure for review and approval. The Division of Human Resources has established and maintains salary administration plans for particular groups of employees depending on the Fair Labors Standards Act status (exempt or nonexempt) and the standard work week hours of the position.

The County maintains five separate compensation plans based on hours worked per week and status. All plans are based on principles of internal alignment for uniformity and equity. Salary ranges with entrance and maximum salaries/hourly rates are established and positions are assigned to salary ranges based upon the position evaluation system adopted.

GENERAL GUIDELINES:

The salary schedules, as adopted by the Board of County Commissioners as part of the annual budgeting process, shall constitute the grades and rates of pay for all classifications in the County Classification Plan and represent the rates of pay applicable to the positions for full-time employment based on the standard workweek for those positions.

The Division of Human Resources is responsible for administering all pay plans, for providing periodic analysis of the compensation history of plan participants, and for developing new exempt and non-exempt pay plans for review and approval by the Board of County Commissioners.

Specific features of the classified pay plan include:

- Advancement within salary range is based on satisfactory performance
- Hiring above the entrance of the salary range in appropriate instances

In addition, movement within the classified pay plan is possible when employees accept promotions (an appointment to a job in a higher pay grade), upgrades (placement in a higher grade due to meeting the requirements of service time or additional education and training, and satisfactory performance), demotions (a voluntary or involuntary appointment to a lower pay grade), or changes in the pay grade assignment through reclassifications or reassignment actions.

INTERPRETATION:

The Director of Human Resources shall be responsible for interpreting the application of the Compensation Plan to pay situations, which are not specifically covered by the Personnel Rules.

ANNUAL INCREMENTS:

There are two types of annual increments that may be given:

1. Merit
2. Cost of Living Adjustment (COLA)

The salary grade ranges adopted in conjunction with the Compensation Plan provide for merit increments based upon the employees' overall performance rating, but the implementation of these increases shall be the decision of the Board of County Commissioners during the annual budgeting process. The regular increase consists of the 1 merit increment, which is 3.5% of the midpoint of the employees' current grade. In addition, the Board of County Commissioners may determine that a cost of living adjustment will also be available and will be a part of the regular increase.

1. MERIT

Based on the decision of the Board of County Commissioners that a merit increment will be provided, the following shall be the conditions of those to receive increments.

1. Employees employed for an entire fiscal year will be eligible to receive the full merit increment.
2. Employees who are hired during the fiscal year will be eligible to receive a pro-rated merit increment based upon 1/12 of the merit increment for each full month or portion of a month employed during the fiscal year.
3. An employee who has a leave of absence (of any type except for Military and Workers' Compensation) for more than 90 calendar days in any fiscal year, shall be eligible to receive a pro-rated merit increment for the number of months actually worked. A pro-rated merit increment based upon 1/12 of the increment for each full month or portion of a month employed during the fiscal year.
4. If performance is not fully satisfactory (a final rating below a 2.5), the merit increase will be denied or reduced (see Section 9.1).
5. For temporary employees who become regular employees, their date of hire as a regular employee will be used to determine their pro-rated merit increase.

2. COST OF LIVING ADJUSTMENT (COLA):

The Board of County Commissioners determines the COLA to the classified pay plan. When these salary adjustments are approved, the plans are adjusted accordingly. This adjustment is based upon inflation, market conditions, and available funds. (FY 89)

When an employee has reached the maximum salary or hourly rate in their grade, the employee is only eligible for the COLA. Also, when a position is reclassified and results in the incumbent employee being paid more than the maximum salary for the new pay grade, the employee is eligible to receive only the COLA. (10/12/93)

ELECTED OFFICIALS:

The annual salaries for elected officials are set by statute. The only salary adjustments for elected officials are those approved by the legislature.

DELEGATED AUTHORITY FOR SALARY APPROVAL:

IF THE POSITION IS:	HIRING RATE APPROVAL BY:	ANNUAL COST OF LIVING ADJUSTMENT APPROVAL BY:	END OF PROBATION APPROVAL BY:	MERIT APPROVAL BY:
Exempt or Nonexempt	Director of Human Resources	County Commissioners	Division Director & Supervisor	Supervisor & Division Director
Part-time	Director of Human Resources	County Commissioners	Division Director & Supervisor	No approval needed; COLA increase only

Questions regarding any aspect of this policy should be directed to the Division of Human Resources, 301-600-1070.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office.

RATE OF PAY FOR PROMOTION, DEMOTION, UPGRADES*

(6.2)

Date: 5/24/89
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to describe the procedures for promotions, demotions and upgrades in Frederick County Government.

WHO IS ELIGIBLE FOR A PROMOTION:

For the purpose of promotional opportunities within County service, the term "regular employee" shall indicate a present employee of Frederick County Government, who was hired through the competitive process, and who holds a non-temporary position with benefits.

In other words, an employee is eligible for a promotional opportunity during his/her probationary period.

PROMOTIONS: (10% first grade, 7% second grade2, 3% subsequent grades = maximum 20%)

1. When an employee is promoted to a position in a higher grade, the employee's current rate of pay shall be increased by 10% for the first grade and 7% for the second grade and 3% for any additional grades, if applicable, to a maximum promotion increase of 20%, or to the minimum of the new grade, whichever is higher (Note: the new rate of pay cannot exceed the maximum of the new grade). (7/1/05)
2. Whenever possible, regular employees working for Frederick County should be considered for promotions for positions, which become available. Outside applicants will be considered thereafter.

After an employee receives a promotional increase, the promoted employee must successfully complete a 3-month probationary period in order to achieve regular status. Note: Benefits, etc. continue, however, employee is not eligible for appeal process.

PROMOTIONAL PROCEDURE:

1. Complete a personnel action form and send to payroll.
2. Prepare a written justification briefly explaining the recruitment process and why the employee was chosen to fill the position.

UPGRADES: (7.0%)

When an employee is promoted to a position in a higher grade due to meeting the requirements of service time or additional education and training and satisfactory performance, these promotions shall be considered an upgrade. The employee's current rate of pay will be increased by 7.0%, or will be increased to the entrance rate for the higher grade, whichever is higher. (7/1/05)

UPGRADE PROCEDURE:

1. Complete a personnel action form and send to payroll.
2. A copy of the degree received by the employee, if applicable, or a written justification stating how the employee is eligible to receive the upgrade.

DEMOTIONS:

When an employee is demoted to a position classified in a lower pay grade, or when an employee applies for a position classified in a lower pay grade and is approved, the employee shall be paid at a rate, within the approved range for the new position in the lower pay grade.

1. Involuntary Demotion: In the case of a demotion for disciplinary reasons, the employee's current rate of pay will be reduced by the greater of 7% of that rate of pay for each reduction in grade up to a maximum of 14%, or the amount necessary to bring the rate to the maximum of the lower pay grade range. The employee will be placed within the lower pay grade range (the new rate of pay cannot fall below the entrance of the new grade or above the maximum of the new grade). (7/1/05)
2. Voluntary Demotion: In the case of a voluntary demotion, the employee's current rate of pay shall be reduced by the greater of 3.5% of that rate of pay for each reduction of grade to a maximum of 7%, or the amount necessary to bring the rate to the maximum of the lower pay grade range (the new rate cannot exceed the maximum of the new grade). However, if the employee is promoted and then voluntarily returns to the position from which he/she was promoted within one year, the employee will return to the rate of pay in effect prior to the promotion. The previous rate of pay will be adjusted to reflect annual increments and economic adjustments received after the promotion date, if any. (7/1/05)

DEMOTION PROCEDURE:

A personnel action form must be completed and sent to payroll.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office.

RECLASSIFICATION*

(6.3)

Date: 10/12/93
7/1/05

PURPOSE AND POLICY:

The purpose of this policy is develop a procedure for reclassification's within Frederick County Government.

GENERAL GUIDELINES:

When an employee's position is reclassified to a higher salary grade, the employee's current rate of pay will be increased by 3.5% of that rate of pay for each grade, or increased to the minimum of the new grade, whichever is higher. For example, if an employee's position is reclassified from a grade 8 to a grade 10, the employee's current rate of pay will increase 7% (3.5% X 2) or to the minimum of the new grade, whichever is higher. (7/1/05)

When an employee's position is reclassified to a higher salary grade and the increase on their current rate of pay is below the base of the new grade, the employee will be moved to the entrance of the new grade.

When an employee's position is reclassified and the 3.5% increase on their current rate of pay is above the maximum of the new grade, the employee will be moved to the maximum of the new grade. The employee would then only be eligible to receive the Cost of Living Adjustment.

When an employee's position is reclassified to a lower salary grade, he/she shall be placed within the lower grade range at the same rate of pay; provided, however that if the current rate of pay is greater than the new grade range maximum, the rate of pay will be reduced to the maximum of the new grade range.

EMERGENCY RECLASSIFICATIONS:

Priority requests for reclassifications, which do not fall into the current cycle (see schedule below) and cannot wait until a future cycle will be considered as an emergency reclassification. Only those positions whose duties have substantially changed and cannot wait for the regularly scheduled reviews should be submitted.

The following general guidelines describe when a classification review **may be** appropriate:

- When there has been a significant change in job duties or responsibilities. The job should measurably have more or less difficulty, complexity, accountability, or responsibility as a result of the change in duties.

- When there has been a significant change in job knowledge and skill requirements, managerial skills, mental demands, problem solving requirements, accountability for results, or adverse working conditions.

- The addition of duties may in itself justify a change in classification if those duties are at a higher or lower level than previously assigned, or require an entirely new area of knowledge or responsibility. The withdrawal of duties also may justify a change if the remaining duties are at a level significantly lower than those on which the position was previously evaluated. A review may be appropriate if duties are transferred from one position to another and may also require the review of several related positions.

- When the market for the position has changed.

The following general guidelines describe when a classification review **may not** be appropriate:

- When an employee takes on duties not previously performed by that employee, but which are already reflected in the job description. Employees need a period of time to perform all aspects of a job requirement at the level at which the job is already classified. Duties that are new to the incumbent employee may already be included in the overall classification of a job and described in the applicable class specification.

- When positions naturally increase in complexity over a period of time. Changes in job requirements are necessary to keep pace with changes in government and technology. This evolutionary change is expected to occur within the classification of a job and should not be the primary basis for requesting a review.

- When factors such as performance, qualifications of the incumbent employee, length of time in service, class, or pay grade and volume of work change.

PROCEDURES FOR REQUESTING AN EMERGENCY RECLASSIFICATION REVIEW:

Requests for reclassification review are initiated by the Division Director and initially reviewed by the Director of Human Resources. The Director of Human Resources then submits a recommendation to the County Manager for review and approval. The County Manager must approve all emergency reclassifications.

The request should include a job description or position analysis questionnaire and should detail the changes in duties or other circumstances, which prompt the request.

Upon receipt of a request, the Division of Human Resources will review it for completeness. Incomplete requests will be returned to the person who originated it with instructions for completion.

SCHEDULE:

The Board of County Commissioners approved a schedule to review all County positions every three years on a systematic basis. This process will address on-going concerns of internal equity (by regular review of all positions, not just the positions in offices where management pursues reclassifications); market equity (by seeking to maintain compensation comparable to other area employers); and factor analysis (a detailed review and scaled value of the duties, tasks and responsibilities of each position).

The reclassification schedule is as follows:

Year 1 – Nonexempt Positions

Year 2 – Administrative/Clerical Series

Year 3 – Exempt Positions

Remember: a reclassification is a result of either a change to a position's duties and responsibilities, or a change in the market value for the position. A reclassification reflects a position, not a person. The salary of an employee whose position has been reclassified will be adjusted according to the above procedures.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office.

NEW EMPLOYEES & PAY ABOVE ENTRANCE

(6.4)

Date: 5/1/02

PURPOSE AND POLICY:

The purpose of this policy is to provide for exceptions to the Compensation Plan for the initial hiring of certain individuals. The Director of Human Resources has the authority to approve requests for up to 10% above entrance pay (base of the salary range for the specified grade) for new employees. The County Manager has the authority to approve up to a 20% above entrance pay. The Board of County Commissioners must approve any requests above 20% of the base of the grade. (FY 89)

The County's Compensation Plan provides internal equity by establishing a common set of salary ranges for each position. Entry-level rates, maximum rates and the systematic method for employees to move within the salary range are uniform and applied consistently for all employees governed by the Compensation Plan. At times, there may be a compelling reason to make an exception to the basic principle that employees are hired at the entry rate established for the job.

PHILOSOPHY OF HIRE-IN-RANGE:

A new employee will be hired at the entrance rate of pay for a grade. This rate is the normal hiring rate established for the position and is the salary usually offered to applicants when they apply for positions in County Government. In rare circumstances, a special exception can be approved for an applicant. These exceptions can only be offered if prior approval is granted by the Division of Human Resources and in some instances the County Manager for reasons as follows:

- There is a shortage of qualified applicants for the position;
- an applicant has special qualifications, training, or experience that while are not necessarily a requirement of the job, are of unique value to the department;
- the candidate possesses exceptional and outstanding qualifications that exceed those of other applicants and to such an extent that not hiring that particular employee will be detrimental to the County.

The Division of Human Resources will not consider a request to hire an employee above the entrance rate until the recruitment, examination, and interview process is completed.

NEW EMPLOYEES:

Generally, a new employee shall be paid the entrance rate of pay of the grade. Exceptions may be granted **only upon the prior approval** of the Director of Human Resources, the County Manager, and/or Board of County Commissioners. If an applicant more than meets the entrance

qualifications, and will not accept appointment at the entrance rate of the class, he/she may be appointed at a higher rate of pay. This practice should be used in emergencies only. Cases should be thoroughly analyzed and measured against objective standards. In addition, every effort should first be made to recruit the best qualified applicant who will accept appointment at the entrance rate of the grade.

REVIEW PROCESS:

The Director of Human Resources must receive and **approve** a request in advance of any salary offer to an applicant. Several factors are considered:

- the recruitment and retention experience for the position;
- the salary market for the particular type of expertise;
- the impact of the vacancy on program service;
- the impact on current incumbents with similar qualifications;
- the availability of funding;
- the applicant's current rate of compensation.

GUIDELINES FOR HIRE ABOVE ENTRANCE REQUESTS:

The Division of Human Resources has the responsibility of ensuring that hiring managers maintain practices, which preserve internal equity and adhere to the principles of the classified pay plan.

This procedure applies to the hiring of candidates into classified and full-time positions at any rate above the entrance for the pay grade.

Agencies or departments must submit a request to the Division of Human Resources, which should include the following information as appropriate:

1. Candidates and Job Information:
   - The candidate's name, the salary rate being requested, and the job title and pay grade of the job for which the candidate is being considered.
   - The candidate's qualifications, which includes their Frederick County Government Application form and any attachments.
   - A narrative describing the following: qualifications of other applicants; qualifications of staff serving in the same class as the prospective candidate; and a candidate profile (e.g. length of service, salary, position, and performance history).

- Explanation of how this candidate merits the proposed rate and how the request meets the standards under which the salary exception may be granted.

- Details of the candidate's annual compensation in his or her current or most recent position.

2. Hiring Process:

- A summary of recruitment efforts and results, including the following information: number of applicants found eligible; number of applicants interviewed; and a copy of the selection summary (with applications and any attachments attached).

- Turnover/vacancy data for the position over the last two (2) years.

3. Implications:

- List other employees or classes that will potentially be affected if the request is granted. Include information regarding recent hires in the same or similar class and any other factors, which should be considered.

The Division of Human Resources will review the request and will generally respond within five (5) workdays or less.

MISCELLANEOUS:

The Director of Human Resources must approve all pay above entrance rates **prior** to making the candidate an offer. Any offer or commitment made by a hiring manager without advance approval from the Director of Human Resources is unauthorized by the County.

SHIFT DIFFERENTIAL

(6.5)

Date: 4/28/99

PURPOSE AND POLICY:

It is the policy of Frederick County Government to provide additional compensation to employees who are required to work rotating shifts. Employees who are assigned rotating shifts are additionally compensated when working evening or night-time shifts.

The purpose of this policy is to define shift differential and set forth the circumstances under which it is paid. Only employees who are designated as non-exempt are eligible to receive shift differential.

Currently, there are four divisions that are eligible for shift differential: Division of Utilities and Solid Waste Management, Division of Fire and Rescue Services, Transit Division and the Sheriff's Office.

TIMEKEEPER NOTES:

Shift differential is entered in the timekeeping system as SHR (Sheriff's Office and Division of Fire and Rescue Services), SHO (Emergency Communications and Water and Sewer) or TSD (Transit).

ACTING CAPACITY PAY

(6.6)

Date: 5/23/85
7/1/05
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to establish a procedure for paying an employee who is assigned to a higher-level position on a temporary basis. The employee must be responsible for and performing all of the duties and functions of the higher-level position.

When an employee is temporarily assigned to perform duties of a position in a higher grade, the employee's current rate of pay will be increased by 10 % of that rate of pay for the first grade, 7% for the second grade, and 3% for any additional grades, if applicable, to a maximum increase of 20%, or to the minimum of the new grade, whichever is higher. This increase shall apply only to those temporary assignments, which are to be at least thirty (30) days in duration and shall commence with the first full day of such employment.

When a regular employee replaces another regular employee on a temporary basis, the employee will continue regular status (i.e. benefits, leave, etc). Therefore, the replacing employee will not lose any leave and when returned to his/her former position, will not have been penalized in any way.

At the conclusion of the acting capacity assignment, the employee will return to the position from which he/she was assigned and to the rate of pay in effect prior to the assignment. The previous rate of pay will be adjusted to reflect annual increases and economic adjustments, if applicable. However, if the length of the acting capacity assignment exceeds twelve months, when the employee returns to his/her previous position, the rate of pay will be calculated as a voluntary demotion.

PROMOTED TO POSITION AFTER ACTING CAPACITY:

If an employee is promoted to the position after serving in an acting capacity status, the employee will retain the rate of pay in force while serving in an acting capacity. The Division Director and the Director of Human Resources will authorize acting capacity compensation.

RETURN TO INITIAL POSITION AFTER ACTING CAPACITY:

If an employee returns to their original position after serving in an acting capacity role, the employee will return to their previous rate of pay. However, if the length of the acting capacity assignment exceeds twelve months, when the employee returns to his/her previous position, the rate of pay will be calculated as a voluntary demotion.

PROCEDURE:

To request acting capacity pay for an employee, a personnel action form must be completed which will include the estimated dates that the employee will act in the position. In addition, a written justification must be submitted with the personnel action form. Both the personnel action form and justification should be submitted before the acting capacity period begins, whenever possible.

If the employee is then permanently promoted or returns to their previous position, another personnel action form must be completed showing the promotion or the return to the previous position.

NOTE: Acting capacity is for temporary assignments. No employee should be in this status for more than 6 months without prior approval from the Director of Human Resources.

OVERTIME*

(6.7)

Date: 5/31/85

PURPOSE AND POLICY STATEMENT:

Consistent with efficient and sound management of County government, overtime work for nonexempt employees is available. However, overtime must be approved by the Division Director prior to working. The Division Director or appointing authority will ensure that Supervisors schedule and assign regular work so that it minimizes the need for overtime work. This policy provides agencies and departments with the necessary guidelines for the implementation and administration of overtime. Only nonexempt employees are eligible for overtime.

DEFINITIONS:

OVERTIME: Frederick County Government must abide by the Fair Labor Standards Act. The act states that when an employee's **actual hours worked** exceed 40 hours in one week, any additional hours worked authorized by the Division Director, may be paid at a rate one and one-half times the employee's regular hourly rate. (NOTE: Actual work hours do not include holiday, annual leave, sick leave, etc.)

GENERAL PROCEDURES:

A formal system to authorize additional work hours must be developed in every department.

OVERTIME COMPENSATION:

NONEXEMPT EMPLOYEE HOURS WORKED OVER 35 PER WEEK (employees allowed to receive overtime & compensatory pay): Employees will be compensated for all hours worked in excess of their normal working hours. For 35 hour employees, hours worked from 35 to 40 will be paid at the employee's standard rate of pay. The Division Director/Supervisor and employee will determine whether an employee will receive straight pay or compensatory time for hours worked over 35 and up to 40. All overtime pay or compensatory time must be approved by the Division Director/Supervisor.

NONEXEMPT EMPLOYEE HOURS WORKED OVER 40 PER WEEK: When an employee's actual work hours exceed 40 hours in one week, whether a 35 or 40 hour employee, any hours over 40 must be authorized by the Division Director/Supervisor. These hours may be paid at a rate one and one-half times the employee's regular hourly rate or compensatory time given. Compensatory time will be accrued on a 1 ½ hour-for-hour (time and a half basis) for hours worked over 40.

The Supervisor shall ensure that all overtime is recorded in the timekeeping system as it occurs.

EMERGENCY SITUATIONS:

In the event of an emergency caused by unusual and adverse weather conditions, and/or an event that adversely affects the normal operations of a County facility, that requires County employees to work other than their regularly scheduled working hours, the employee may be paid 1½ times his/her regular hourly rate for the excess hours whether or not his/her total work week hours exceed 40 hours, if authorized by the Division Director.

TIMEKEEPER NOTES:

- Actual hours worked does not include holidays, annual leave, and sick leave. Overtime is **only** entered in the timekeeping system as OVT when the **actual work hours** exceed 40 in a week.
- Any hours worked from 35 to 40 are recorded as SOT.

* Overtime is computed differently for Firefighters and certain employees of Citizens Care and Rehabilitation Center.

EMPLOYMENT IN TWO DIFFERENT COUNTY JOBS

(6.8)

Date: 5/15/06

PURPOSE AND POLICY STATEMENT:

The purpose of this policy is to establish a procedure for compensating an employee who works two different County jobs. A second County position may only be worked if the hours worked in the secondary position do not interfere with the employee's primary position.

EMPLOYEE TYPES:

Primary Job is Exempt:
An employee whose primary job record is exempt may work in another nonexempt or hourly position in the same division or another division. The secondary position will be compensated at the hourly rate that is determined by the division and is not subject to overtime.

Primary Job is Nonexempt:
An employee whose primary job record is nonexempt may work a secondary job in the same division or another division within the County, if the hours worked in the secondary position are occasional or sporadic. In addition, the secondary position's hours must not be regularly scheduled or the employee does not normally work more than three days per month in the secondary position. The secondary position will be compensated at the hourly rate determined by the division and is not subject to overtime.

Primary Job is Part-time Hourly:
An employee whose primary job record is nonexempt and hourly may work a secondary job in the same division or another division within the County. The hours worked in the secondary position will be subject to overtime compensation based upon the hours worked in both positions and in accordance with the Frederick County Personnel Rules.

GROUP MEDICAL BENEFIT PLANS

(7.1)

Date: 5/1/02
3/21/05

PURPOSE AND POLICY:

The purpose of this policy is to describe procedures for the administration of County employees' medical benefits program. Frederick County Government offers group medical coverage to its employees and all eligible dependents. The County contributes 85% of the premium cost of each plan and the employee pays the remaining 15%. The employees' share of the cost is determined in the annual budget by the Board of County Commissioners and will be paid by means of regular payroll deductions. The Division of Human Resources can provide complete information on the Health Care Plans, via separate booklets.

ELIGIBILITY:

Newly hired County employees who work at least 50% of a full-time position (FTE = .50) are eligible to enroll themselves and their eligible dependents in the group medical plan during the first thirty (30) calendar days of employment. Enrolled employees can enroll new dependents within thirty (30) days of the event making the new dependent eligible (birth, adoption, etc.).

Temporary and part-time employees and contractors **are not eligible** for the group medical benefit plan.

An employee must obtain the appropriate form to enroll, add, remove, or cancel insurance coverage from the Division of Human Resources. The form must be completed and returned to the Division of Human Resources within the time frames provided.

NEW EMPLOYEE ENROLLMENT:

Employees may enroll in the medical insurance program only during the first thirty (30) days of employment. If an employee fails to enroll within that period, he/she must wait for the annual open enrollment period unless the employee loses other coverage or has a change in family status.

Once enrolled, coverage will begin on the first of the month following the hire date (Example: date of hire is April 5th coverage begins May 1st). Coverage for eligible dependents begins when the employee's coverage begins.

OPEN ENROLLMENT:

An open enrollment period is held each year, usually during the month of May, to allow employees to change plans, enroll in a plan, or to add or drop eligible dependents. Changes and enrollments become effective on July 1. **Enrollment is not allowed outside the open**

enrollment period, except in the case of marriage, childbirth or adoption, or loss of other coverage. Specific terms of the contract or plan documents will apply first if different than stated in this policy.

CANCELLATION OF BENEFIT:

Health plan benefits may be cancelled during the annual open enrollment season, or within 30 days of a "life-changing event", such as a marriage, divorce, or eligibility for coverage under a spouse's health plan.

CONTINUING HEALTH INSURANCE TO SPOUSES/DEPENDENTS OF DECEASED EMPLOYEES:

Refer to Section 10.3, Retirement Health Benefits (3/21/05)

DENTAL INSURANCE

(7.2)

Date: 5/1/02

PURPOSE AND POLICY STATEMENT:

The purpose of this policy is to describe procedures for the administration of the employee dental plan. Frederick County Government provides group dental benefits to its employees and their qualified dependents. The employee currently pays 100% of the premium.

ELIGIBILITY:

Newly hired County employees who work at least 50% of a full-time position (FTE = .50) are eligible to enroll themselves and their eligible dependents in the group dental plan.

Temporary and part-time employees and contractors **are not eligible** for the group dental benefits.

NEW EMPLOYEE ENROLLMENT:

Employees must complete an enrollment form to participate in this plan within (30) days of hire. If an employee fails to enroll within that period, he/she must wait for the annual open enrollment period unless the employee loses other coverage or has a change in family status.

Once enrolled, coverage will begin on the first of the month following the hire date (Example: date of hire is April 5th, coverage begins May 1st). Coverage for eligible dependents begins when the employee's coverage begins.

OPEN ENROLLMENT:

An open enrollment period is held each year, usually during the month of May, to allow employees to change plans, enroll in a plan, or to add or drop eligible dependents. Changes or enrollment become effective on July 1. **Enrollment is not allowed outside the open enrollment period, except in the case of marriage, childbirth or adoption, or loss of other coverage**. Specific terms of the contract or plan documents will apply first if different than stated in this policy.

CANCELLATION:

Employees may cancel this benefit after one complete year in the plan. A written request must be provided to Human Resources to cancel dental coverage.

CONTINUATION OF HEALTH & DENTAL INSURANCE COVERAGE DURING APPROVED LEAVE OF ABSENCE

(7.3)

Date: 6/1/95
2/27/95

PURPOSE:

The purpose of this policy is to describe the procedures for the continuation of health and dental insurance coverage due to employees on leave of absence.

EMPLOYEES ON SUMMER LEAVE OF ABSENCE:

The following is effective immediately for continuation of health/dental coverage for employees whose positions are not funded for twelve months and therefore must go on an approved leave of absence (e.g., Head Start, School Health Program, DSS, Developmental Center).

The Department will notify the employees that their insurance will continue while they are on leave unless Human Resources has been notified in writing to discontinue it.

The employees' contributions for health and dental insurance will be double deducted from their paychecks when they return from leave. This double deduction will continue until the amount owed is repaid.

If an employee does not return from leave, his/her contributions for health insurance will be deducted from any remaining annual leave payout at the time of separation.

EMPLOYEES ON APPROVED MEDICAL LEAVE:

The following describes the continuation of health coverage for probationary employees on an approved Leave of Absence (LOA) for medical reasons:

1) The County will allow the employee to pay the employee portion of health/dental insurance premium
2) Leave of Absence must be authorized by physician/provider
3) The County may require the employee to be seen by a County appointed medical professional
4) Maximum length of time for continuation is 3 months - If LOA lasts longer than three months, employee will pay entire cost of coverage from fourth month on
5) The employee must return to work or he/she will have to repay employer portion of the premium
6) Agreement must be signed by employee and approved by Director of Human Resources

PERSONAL LEAVE OF ABSENCE:

If an employee is on an approved personal leave of absence, the employee must pay 100% of the premium. If the employee decides to drop the coverage during the leave of absence, the employee may re-enroll upon return from leave.

MEDICAL LEAVE OF ABSENCE:

If an employee is on an approved medical leave of absence (i.e. awaiting disability determination), the County will allow the employee to pay the employee portion of health/dental insurance premium.

LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT PLAN

(7.4)

Date: 5/1/02

PURPOSE AND POLICY STATEMENT:

The purpose of this policy is to describe the procedures for the administration of the County's life insurance program. The County provides and pays the premium for insurance coverage equal to two times the regular employee's annual salary (or four times the annual salary in the event of accidental death). The Division of Human Resources will provide beneficiary forms for the employee to complete.

GENERAL GUIDELINES:

To be paid the life insurance benefit, a Death Claim Form along with a certified copy of the death certificate must be submitted to the Division of Human Resources. The named beneficiary on the latest dated Beneficiary Designation Form will receive the benefit.

ELIGIBILITY:

Newly hired County employees who work at least 50% of a full-time position (.50 FTE) are eligible for this benefit.

Temporary and part-time employees and contractors **are not eligible** for the group life insurance plan. Dependents of all employees are also not eligible to participate in the plan.

ENROLLMENT:

To enroll, an employee must complete a Beneficiary Designation Form, which is received in the new employee orientation packet. The Division of Human Resources has extra forms available. The employee will complete and return this form to the Division of Human Resources in orientation or within 30 days of date of hire. Employees must enroll in the life insurance plan during the first thirty (30) days of employment.

New employee coverage begins 30 days from the date of hire. (Example: If an employee begins on May 2, life insurance coverage will begin on June 2.)

TO CHANGE A BENEFICIARY:

An employee may change a beneficiary at any time. To do this the employee must request a Beneficiary Designation Form from the Division of Human Resources. The chosen beneficiaries will be tracked in the Human Resources information system as well as in the employee's personnel file.

COVERAGE:

The amount of life insurance for any employee will equal two (2) times the employee's current annual base salary. The amount of Accidental Death and Dismemberment (AD&D) Insurance will equal two times the employee's current annual salary. AD&D benefits are paid if an employee loses their life, a limb, or sight due to accidental injury. A schedule of benefits is available in the plan booklet entitled – Your Group Life Insurance Plan. The life insurance and accidental death benefit will automatically change as the employee's earnings change.

The first $50,000 of life insurance is a tax-exempt benefit, under IRS rules. Life insurance amounts over $50,000 are required to be reported as taxable income by the IRS. The taxable effect to employees is minimal, as this is an inputted tax. Amounts are reported on the employee's year-end W-2 forms.

For specific questions regarding the life insurance policy, please refer to Your Group Life Insurance Plan. Extra booklets are available in the Human Resources office.

SUPPLEMENTAL LIFE INSURANCE

(7.5)

Date: 5/1/02
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to describe procedures for the administration of County employees' Supplemental Life Insurance program. Frederick County Government offers an optional life insurance plan to its employees. The employee is responsible for 100% of the premium. The premium will be deducted as a payroll deduction. The plan allows employees to purchase individually owned life insurance for themselves, their spouses, and their dependents.

FEATURES OF SUPPLEMENTAL LIFE INSURANCE PROGRAM:

- Supplemental Life Insurance is available at group rates.
- Payroll deductions are available for premium payments.
- Coverage can continue after termination of employment with no increase in premium. Employees own this coverage and the coverage may continue into retirement for employees, spouses, and/or dependents.
- Life insurance cash values accumulate tax deferred.
- Other family members can receive coverage without the employee receiving additional coverage.

ENROLLMENT FOR NEW EMPLOYEES:

New employees will receive a memo, prior to one of the semi-annual enrollments, which usually occur in April and October. The memo will detail the time a representative from the insurance company will be available to meet with each employee. A specific amount of supplemental life insurance coverage is available to each eligible family member on a qualified issue basis with no physical examination if they enroll when the coverage is first offered. Therefore, it is important for each employee to meet with the representative and either accept or waive the plan.

ENROLLMENT FOR CURRENT EMPLOYEES:

Current employees may enroll, add coverage and/or change beneficiaries during the enrollment period by notifying the supplemental life insurance company. The Division of Human Resources is available to answer any questions on this program.

CANCELLATION:

Supplemental life insurance may be canceled at any time throughout the year. An employee must submit in writing to the life insurance company their desire to cancel the policy and the policy will be canceled the following month.

FLEXIBLE SPENDING ACCOUNT PLAN

(7.6)

Date: 5/1/02

PURPOSE AND POLICY:

The purpose of this policy is to describe the flexible spending account (FSA) plan available to County employees.

ELIGIBILITY:

Newly hired County employees who work at least 50% of a full-time position (FTE=.50) are eligible to enroll, during the first thirty (30) calendar days of employment.

Temporary and part-time employees and contractors **are not eligible** for the flexible spending account plan.

GENERAL GUIDELINES FOR BOTH THE MEDICAL AND/OR DEPENDENT FLEXIBLE SPENDING ACCOUNT:

This plan gives employees the opportunity to pay for out-of-pocket medical and/or dependent care expenses on a **PRE-TAX** basis (before taxes are deducted). This plan is governed by, Section 125 of the Internal Revenue Code (IRC)

By setting up a flexible spending account, employees may set aside pre-tax dollars from their pay to cover qualifying medical and/or dependent care expenses. An employee may set up either a medical or a dependent care expense account, or both.

Contributions to the plan for the entire plan year must be specified in advance. The amount of the contribution cannot be changed unless there is a change in family status (as in the case of childbirth, adoption, marriage, death of a spouse, etc.).

The plan year is based on a calendar year; therefore, the plan year will always begin on January 1st and end on December 31st. The IRS has established strict guidelines for monies that are not used by the end of the plan year. FUNDS THAT ARE NOT USED TO REIMBURSE EXPENSES INCURRED DURING THE PLAN YEAR MUST BE FORFEITED. An employee has ninety (90) days after the plan year ends (March 31) to submit eligible expenses incurred during the plan year.

TWO TYPES OF FLEXIBLE SPENDING ACCOUNTS:

1. MEDICAL SPENDING ACCOUNT:

Employees may set aside PRE-TAX dollars to pay for medical, dental, vision care or other eligible expenses that are not covered by their health care plan. Qualified benefits are listed

under IRS Code Section 125. When eligible expenses are incurred, employees must file a claim to be reimbursed. The maximum amount that can be set aside in the Medical Expense Account is $3,000 each calendar year. Examples of expenses that can be reimbursed include, but are not limited to: deductibles, co-payments, dental fees, chiropractors' services, and eyeglasses/contact lenses.

The full amount of the annual contribution amount is available immediately at the beginning of the plan year for reimbursement of incurred expenses. This means that employees can be reimbursed prior to having funds in the account. Claim forms, along with related receipts, must be submitted for reimbursement. Claim forms are available in the Division of Human Resources.

2. DEPENDENT CARE SPENDING ACCOUNT:

Employees may set aside part of their wage, on a pre-tax basis, in a special account that can be used throughout the year to reimburse themselves for certain work-related, day care expenses. Because this money goes into an employee's day care account before federal, state, or social security taxes are withheld, the employee pays less in taxes. The maximum amount that can be set aside in this account is $5,000 each calendar year. Eligible dependents are children under the age of 13, children over the age 13 if they are disabled, and dependent, elderly parents and disabled spouses.

In the Dependent Care Spending Account, (unlike the Medical Spending Account rules), funds are paid up to the available amount in the employee's account at the time the claim is submitted.

When an employee is enrolled and eligible dependent care expenses are incurred, a claim form must be filed and the employee will be reimbursed from the account. Claim forms, along with related receipts, must be submitted for reimbursement.

ENROLLMENT:

To participate in the Flexible Spending Plan, employees MUST COMPLETE AND FILE AN ENROLLMENT FORM EACH PLAN YEAR, indicating the annual contribution for each account. The plan year begins on January 1 and ends on December 31 each year. Current employees may enroll during the annual open enrollment period during the month of November. Enrollment is not allowed outside the enrollment period unless a qualifying event or family status change occurs. Enrollment forms are available from the Division of Human Resources.

New employees have thirty (30) days from the date of hire to enroll in the plan.

The employee's annual contribution will be divided by the number of pay periods in the year to arrive at the amount to be deducted from the employee's salary each pay period.

PENSION PLAN

(7.7)

Date: 5/1/02

PURPOSE AND POLICY:

The purpose of this policy is to describe the Pension/Retirement Plan for both uniformed and non-uniformed employees.

MEMBERSHIP:

Membership in the Frederick County Employees Retirement Plan is a condition of employment for regular employees who are scheduled to work at least 50% of a full-time schedule. Both Uniformed Employees and Non-Uniformed Employees are eligible for this benefit. Temporary employees **are not eligible** to be members of the system. County employees who meet these requirements are referred to as "qualified" or "covered" employees and begin to participate in this Plan on their first day of work for the County.

The Frederick County Employees Retirement Plan is a "defined benefit" plan. This means that professional actuaries determine how much money should be contributed each year to the Plan to provide benefits for all participants. While the major support for the Plan is provided by Frederick County, employees also are required to make contributions to the Plan.

CONTRIBUTIONS:

Non-Uniformed Employees are required to contribute 4% of their base pay to the Plan. Uniformed Employees are required to contribute 8% of their base pay to the Plan.

COST OF LIVING ADJUSTMENTS:

The County Plan provides a 1% cost of living increase to monthly benefits each July 1 once benefits have been paid for at least the previous 12 months.

VESTING:

When employees become vested, they will not lose or forfeit the benefits they earned under this Plan when they terminate employment with the County.

Benefits become vested according to the following table:

Years of Eligibility Service	Percentage Vested
Less than five	0 %
Five or more	100%

If an employee terminates employment before they are 100% vested, employees always receive a return of the equivalent of their own employee contributions, including transferred contributions, plus interest at 4%.

BENEFIT CALCULATION - CALCULATION OF AVERAGE PAY:

One of the key elements in determining the amount of the employee benefit from this Plan is the "Average Pay." Average Pay is calculated on the basis of the annual base salary for the position without regard to overtime pay, bonuses or other extra compensation. If the employee works less than a full work schedule, the Average Pay, for most purposes of this Plan will be the same as if the employee had worked full-time in the position. An employee's Average Pay is the average base pay the employee receives during the 36 consecutive months of their employment with the County, which produce the highest average.

NORMAL RETIREMENT BENEFITS - UNIFORMED EMPLOYEES:

A Uniformed Employee reaches their Normal Retirement Date on the first day of the month on or after the employee completes 20 Years of Eligibility Service or, if earlier, the date the employee does both: (1) reaches age 50, and (2) completes at least five Years of Eligibility Service.

Uniformed Employees calculate their monthly benefit at Normal Retirement Date by following these two steps:

1) 2.5% x Average Pay x Years of Creditable Service up to 20; plus
2) 2.0% x Average Pay x Years of Creditable Service in excess of 20 Years, to a maximum 28 Years.

NORMAL RETIREMENT BENEFITS - NON-UNIFORMED EMPLOYEES:

Non-Uniformed Employees, reach their Normal Retirement Date on the first day of the month on or after they complete 25 Years of Eligibility Service or, if earlier, the first day of the month after they reach one of the following age and service requirements:

Age	Years of Eligibility Service
60	5 Years
61	5 Years
62	5 Years
63	4 Years
64	3 Years
65 or older	2 Years

Non-Uniformed Employees monthly benefit at their Normal Retirement Date is calculated as follows:

2% x Average Pay x Years of Creditable Service up to 30

BENEFITS FOLLOWING TERMINATION OF EMPLOYMENT:

VESTED TERMINATION:

When employees terminate prior to their Normal or Early Retirement Date, but after they became vested in their benefits, they may still receive a benefit at what would have been their Normal Retirement Date.

Their benefit will be calculated in the same way as normal retirement benefits are calculated, except using the Average Pay and Years of Creditable Service as of the time of the employee's termination of employment.

Employees will be allowed to withdraw their contributions and the interest credited to their contributions, but they will forfeit their remaining benefit.

NON-VESTED TERMINATION:

When non-vested employees terminate employment with the County, they will receive a lump sum distribution of their contributions, including transferred contributions, plus interest. This lump sum distribution will be paid within a reasonable period of time following the date they terminate employment.

OPTIONAL FORMS OF PAYMENT:

When employees approach retirement, they will have an opportunity to choose from a number of optional forms of benefit payment. Employees will want to pick an option that best suits their personal needs and the needs of their family. They may not change their option after they retire and receive their first benefit payment.

Employees may select a benefit form that provides them with the largest possible monthly income, or they may select an option, which reduces the monthly income paid to them during their lifetime, but provides for payments to their Beneficiary.

MAXIMUM BENEFIT OPTION: This form of benefit payment provides for a monthly benefit to the employee for their lifetime only. However, if they die before they have received, in monthly payments, the value of their contributions plus interest, the remainder of the employee contributions, plus interest, will be paid to their Beneficiary.

JOINT AND SURVIVOR OPTION: This form of benefit payment provides monthly benefits to the employee during their lifetime, plus monthly benefits continuing after death to their

Beneficiary. This option provides for a smaller monthly payment to the employee during their lifetime than the Maximum Benefit Option because payments continue to the Beneficiary after their death and are, therefore, presumed to be paid over a longer period of time.

Under the Joint and Survivor Option, the employee may elect to have either 50% or 100% of their monthly benefit continue to their Beneficiary until the Beneficiary's death. The percentage the employee selects will affect their monthly benefit payable during their lifetime. If the employee's Beneficiary dies before the employee, the employee will continue to receive the monthly benefit that they were receiving all along and no one will receive any further payment after the employee's death.

10 YEAR GUARANTEE OPTION: This option provides a monthly benefit to the employee for their lifetime. Payments stop at the employee's death; however, if they have not received payments for 10 years at the time of their death, payments will continue to the Beneficiary until payments have been made on the employee's account for a total of 120 months.

DEFERRED COMPENSATION

(7.8)

Date: 5/1/02

GENERAL INFORMATION:

County employees are allowed to participate in a Deferred Compensation Plan maintained by the Frederick County Government. The policy was adopted to enhance employee's current tax status, helping them save for retirement. The Internal Revenue Service (IRS) regulates the maximum annual contribution to the account.

Employees can postpone receipt of a portion of their current income through the Deferred Compensation Plan available through Frederick County Government. Employees select accounts from the plan in which their deferred compensation contributions are invested. When the employee starts drawing on the account, the money will become taxable as ordinary income. Both the employer and the employee pay Social Security taxes on the money as it goes into the deferred compensation plan.

Payment of taxes is deferred on both the amounts contributed and the earnings from those contributions. Therefore, it is possible for employees to accumulate a larger sum than if they had invested after-tax dollars. When employees do receive the value of their deferred compensation (probably after retirement), it is possible that they will be in a lower tax bracket.

ENROLLMENT:

Enrollment can occur at anytime. In order to participate in the County's Deferred Compensation Plan, employees must agree in writing to set aside a certain amount from each paycheck.

To enroll in the plan, employees must complete a Participation Enrollment Form, Beneficiary Designation Form and Salary Deferral Agreement Form. These forms must be submitted to the Division of Human Resources for processing. Employees will become participants in the plan in the pay period following submission of their forms unless a specific date is given. A new Salary Deferral Agreement Form must be completed any time employees want to change the amount of or stop their deductions.

MAKING CHANGES:

At any time, employees may increase or decrease their contributions to the plan, within the legal limits. They may also stop, or restart their deferrals. Changes must be made on the Salary Deferral Agreement Form, which can be obtained from the Division of Human Resources.

RECEIVING BENEFITS:

Benefit distributions are made when one of the following events occurs:

- an employee retires (normal, early or late)
- an employee dies (payment is made to the Beneficiary)
- employment with Frederick County Government ends
- an employee experiences an unforeseeable emergency
- an employee is required to take an IRS minimum distribution (by April 1 of the year following the calendar year in which the employee turns 70 or retires, whichever is later)

WITHDRAWING FUNDS:

The IRS does not allow employees to withdraw funds from their deferred compensation account while still employed. The single exception to this rule is the case of an unforeseeable emergency or hardship.

An unforeseeable emergency is defined as "a severe financial hardship resulting from a sudden and unexpected illness or accident to the participant or of a dependent, loss of the participant's property due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the participant's control." The definition of hardship does not include expenses that could have been predicted, such as related to the purchase of a home or educational programs (tuition, etc.).

If employees suffer an unforeseeable emergency, they must request an application from the Division of Human Resources for approval of a withdrawal from their account. Proper documentation of the emergency must be submitted with their application.

For more information on the County's Deferred Compensation Plan, contact the Division of Human Resources.

EMPLOYEE EDUCATIONAL PROGRAM

(7.9)

Date: 5/1/02
7/1/05
1/1/07

PURPOSE:

The employee educational program is established for the mutual benefit of both Frederick County Government and the regular employee who has been employed by Frederick County Government for six months or more.

A. The County provides 100% of the cost of tuition, books, registration fees, charges per credit hour or similar charges for a regular employee who completes a course from an accredited educational institution, provided the employees earns a "B" or better.

B. If the employee completes the course and earns a "C" grade, the county provides: a) 75% of the cost of tuition, books, registration fees, charges per credit hour or similar charges for a regular employee who completes a course related to current job requirements or promotional opportunities with Frederick County Government, or b) 50 % of the aforementioned costs for non job-related courses that are a part of the accomplishment of a degree, certificate or professional or technical accreditation program which may be essential to or a requirement for any promotional opportunities within Frederick County Government.

C. Benefits are subject to the following conditions:

1. Reimbursement is limited to two (2) courses per semester and to a maximum of $3,000 per fiscal year.
2. Courses of study eligible under this program include credit and non-credit courses, correspondence courses, extension courses, home study courses and proficiency examinations.
3. Documentation of a grade of "C" or better or the numeric equivalent is required for reimbursement for all credit courses. Non-credit courses, home study courses, and proficiency examinations require a letter from the college or institution or a certificate verifying satisfactory completion.
4. Mileage allowances or other travel reimbursements are not considered as a part of this program
5. All requests for educational funds must be approved or disapproved by the Division Director concerned, and directed to the Director of Human Resources for final action PRIOR to the registration for the course.
6. Approval for taking courses does not mean approval to be off the job to take the course. The employee's supervisor must approve scheduling arrangements.

APPLICATION PROCEDURES AND USE OF REQUEST FOR EDUCATIONAL REIMBURSEMENT:

1. Application for educational funds will be made on a Request for Educational Reimbursement form.
2. The employee should describe as completely as possible the courses for which he/she is requesting reimbursement.
3. All requests for funds shall first be presented to the Division Director for his/her approval.
4. The employee and Division Director shall determine whether the required course is directly related to his/her position.
5. The Director of Human Resources shall indicate the final action and return the original to the employee.
6. When the application has been finally approved and returned to the employee, he/she may enroll for the approved course and may expect to receive benefits in accordance with the commitments made on the Request for Educational Reimbursement.
7. Upon completion of the approved course, the employee shall forward to the Director of Human Resources the following:
   a. Original copy of the Request for Educational Reimbursement certifying his/her completion of the course,
   b. Copy of grades or other evaluation, and
   c. Copy of invoices showing the amounts paid by the employee for the course and books.
8. For courses taken at FCC or other educational institution with a direct-billing agreement with the Employee Educational Program, the cost per credit hour and fees have already been waived. However, the employee must provide a copy of grades or other evaluation with the receipt for books to be considered for benefits.

CONDITIONS FOR REIMBURSEMENT:

1. If the employee withdraws from the course before completing it, reimbursement will not be made by the County and the employee is responsible for reimbursing all amounts pre-paid by the County.
2. In the case where an employee does not receive a grade of B or better, the employee will be responsible for reimbursing the County for all pre-paid costs for the course taken. If the employee receives a grade of C, he/she is responsible for reimbursing the County for the difference, if any, of pre-paid amounts and the eligible benefit under the program as described in Section B.
3. If the employee leaves County employment within the period of one year after completion of the course, he/she will reimburse the County for the course taken.
4. If the County's employee educational program is used in conjunction with any other scholarship, grant or other educational benefit, the County will consider reimbursement of covered costs remaining after application of payment from such other benefit source(s). The amount reimbursed by the County will be the lesser of a) the actual

amount applicable under the appropriate Frederick County plan, or b) the portion of remaining costs eligible under the appropriate Frederick County plan which, when paid, will result in the employee having received a cumulative 100% reimbursement of covered costs through all of his/her educational benefit sources.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

(7.10)

Date: 11/01/90
12/21/04

PURPOSE AND POLICY STATEMENT:

The purpose of the EAP is to help employees remain productive and effective.

Frederick County Government provides employees and their families with free, confidential assistance to help in resolving problems that affect their personal lives and job performance. The EAP provides assessment, referral and short-term counseling (up to 3 counseling sessions) for a variety of problems.

The EAP deals with any problem that affects an employee and his/her ability to perform on the job. Problems may include: marital difficulties, family problems, drugs, alcohol, children, emotional, legal, financial, etc. The philosophy is prevention and early intervention. The EAP provides assistance before these problems interfere in the workplace.

Any contact with the program is strictly confidential. The toll free number can be received from the Division of Human Resources and on the intranet.

Employees are encouraged to use the EAP if the need arises. We value our employees as the most important asset to the effective operation of County Government. The employees' health and well being are of primary concern.

EAP PROCEDURES:

The EAP is an employer-sponsored benefit providing counseling resources specializing in the assessment of personal problems. Here is how the benefit works:

- The employee may initiate the request for help by calling the EAP provider. An appointment is made to discuss the problem in the strictest of confidence. Neither employer nor co-workers have knowledge of the request for help.
- A Supervisor may encourage an employee to consult the EAP when work performance problems occur to determine if personal problems are interfering with work performance. The program is voluntary. However, if the job performance problem continues, the Supervisor may take regular corrective action. The Supervisor will not become involved in the employee's personal problems.

WORKERS' COMPENSATION

(7.11)

Date: 90-13
86-7

POLICY:

According to Worker's Compensation law, an employee is entitled to lost work day benefits after missing more than three (3) days from work. If an employee misses more than 14 days, he/she will be reimbursed for the initial 3 days. In most cases, the employee will have used sick leave the initial 3 days, and if out for 14 days, would be given back the sick leave. In the event that the employee has little or no sick leave accumulated and is out less than 14 days, he/she will not be compensated for the 3 days.

The following procedure applies when an employee has returned to duty following an injury, which was covered under Worker's Compensation, and said employee returns to his/her physician as a result of this prior injury. If the Worker's Compensation Commission covers the cost of this subsequent doctor's office visit, but will not cover the employee's wages for the hours off to make the doctor's office visit, the County will compensate the employee for these missed work hours by charging the hours to Workers Compensation Leave. (TRC code WKC)

For more information on Workers' Compensation, contact the Risk Management Office.

DEATH OF EMPLOYEE

(7.12)

Date: 11/05/04

POLICY/PROCEDURE:

Upon notification of the death of an employee, the Human Resources Division will immediately set in motion the procedures detailed below.

1. A meeting will be scheduled with representatives from Human Resources, Payroll, Accounts Payable and the department where the employee worked. Human Resources will coordinate this meeting. The purpose is to ensure that all parties involved are aware of the procedures and to inform everyone that all calls from either the family or estate representatives requesting information are forwarded to Human Resources.
2. The paycheck name will be changed to the name designated by the employee on the Paycheck and Leave Payout Beneficiary Form (See Appendix-Section 12 for example). (This form is kept in the employee's personnel file.) Payroll will be notified by Human Resources of the need to change the name and will be supplied with a copy of the beneficiary form. (Beginning 3/1/04, employees will complete this form upon hire.)
3. Human Resources will send letters to the various beneficiaries regarding life insurance, supplemental life, deferred compensation, retirement and flexible spending. These letters will be sent to the beneficiaries within 48 hours of notification of the death.
4. When appropriate, Human Resources will notify family members about their rights for the continuation of health and dental care coverage. This notification will be completed within 48 hours of the notification of the death.
5. Human Resources will also contact the employee's department to ascertain if specific benefits need to be processed from that area (i.e. fire and rescue has separate life insurance through the State). It is the department's responsibility to initiate the processing of these benefits within 48 hours of notification by the Division of Human Resources
6. The final paycheck will be calculated based on hours worked and eligible leave payout. The Payroll Office will coordinate with Human Resources to ensure that the appropriate benefit deductions have been taken. This check will be mailed to the beneficiary within 48 hours of the notification of the death.
7. The Payroll Office will send a letter with the check explaining all payments and deductions.

Note:
Certified Death Certificates will be required for payment of all benefits. This information is requested of the beneficiary through the various letters.

Accounts Payable will be provided with a copy of the death certificate for payment of the final paycheck. However, lack of this copy will not delay payment. The obituary will be placed in the file for proof until a copy of the death certificate can be obtained.
New employees will be requested to complete a beneficiary form through the orientation process or direct mail using the new hires and terminations list generated by the Payroll Office.

LONG TERM CARE INSURANCE

(7.13)

Date: 1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to describe the long term care insurance benefits available to County employees. Long Term Care Insurance is a voluntary benefit, offered for the purpose of providing care in the event that the covered person is unable to care for him/herself for an extended period of time (longer than 90 days). Care may be received either in a nursing home or in the employee's home. Employees may choose from a variety of coverage levels that are available.

ELIGIBILITY:

Newly hired County employees who work at least 50% of a full-time position (FTE = .50) are eligible to enroll. Spouses, parents, and grandparents of these employees are also eligible.

NEW EMPLOYEE ENROLLMENT:

If an employee signs up for coverage within 30 days of their hire date, they are automatically accepted with no medical questions. Spouses must answer some medical questions and be accepted by the insurance company. Parents and grandparents have a separate enrollment process. All enrollment forms are mailed by the employee directly to the insurance company.

ANNUAL ENROLLMENT:

An annual enrollment period is held each year, usually during the month of May, to allow enrollment for employees who did not enroll within 30 days of their hire date. During this annual enrollment, employees will have to answer some medical questions and have their application approved by the insurance company. All enrollment forms are mailed by the employee directly to the insurance company.

PREMIUMS:

The insurance company offers this coverage at group rates. Premiums will vary by the coverage options selected and the insured's age at the time of enrollment.

Premiums are 100% paid by the employee. If the employee signs up for insurance for themselves and/or a spouse, the insurance company will direct Human Resources to deduct premiums from the employee's pay. Parents and grandparents who sign up are offered the same group rates that are offered to employees, but monthly premiums must be paid by the insured person and sent directly to the insurance company.

CANCELLATION:

Employees may cancel this benefit at any time by contacting the long term care insurance company at any time.

BENEFITS ELIGIBLITY OVERVIEW

(7.14)

Date: 1/1/07

POLICY/PROCEDURE:

The purpose of this policy is to detail the eligibility of Benefits offered to regular County employees.

Benefit	Enrollment Period	Eligibility Date
Annual Leave	N/a	Accrued monthly after hire date; however, employee must have been employed for 6 consecutive months before use of leave NOTE: for part-time regular employees leave is accrued bi-weekly (Policy 8.1)
Bereavement Leave	N/a	Date of hire if in accordance with Policy 8.6
Deferred Compensation	N/a	Date of hire or anytime throughout regular status; Temporary employees are also eligible (Policy 7.8)
* Dental Insurance	Open enrollment during month of May for July 1 effective date	First thirty calendar days from date of hire (Policy 7.2)
Educational Reimbursement	N/a	6 months from date of hire (Policy 7.9)
Extended Sick Leave	N/a	6 months from date of hire (Policy 8.5)
Family Medical Leave	N/a	1 year from date of hire and 1250 work hours in calendar year
* Flexible Spending Accounts	Enrollment period begins in November and ends in December	First thirty (30) calendar days from date of hire (Policy 7.6)

Benefit	Enrollment Period	Eligibility Date
* Health Insurance	Open enrollment during month of May for July 1 effective date	First thirty (30) calendar days from date of hire; once enrolled, coverage will begin on the first of the month following the hire date (Policy 7.1)
Holiday Leave	N/a	Date of hire (Policy 8.3)
Jury Duty Leave	N/a	Date of hire and evidence of jury attendance (Policy 8.8)
Life Insurance/Accidental Death and Dismemberment Plan	N/a	Date of hire (Policy 7.4)
Long Term Care Insurance	N/a	Date of hire (Policy 7.13)
Pension Plan	N/a	Date of hire (Policy 7.7)
Sick Leave	N/a	Date of hire
Sick Leave Donor	N/a	6 months from date of hire (Policy 8.4)
Supplemental Life Insurance	During months of April and October	Date of hire (Policy 7.5)
Worker's Compensation	N/a	Date of hire (Policy 7.11)

* Special enrollment period during life status change (marriage, birth, etc). Employee has 30 days to make changes.

ANNUAL LEAVE

(8.1)

Date: 5/1/02
1/1/07

PURPOSE:
The County provides employees with an opportunity to accrue annual leave in order to have periods of rest and relaxation from their job and to promote good health and well-being. The purpose of this policy is to establish the policies and procedures by which employees receive time off from work for vacation or personal convenience.

GENERAL GUIDELINES:
Annual leave may be used, if requested properly, for vacation purposes or for a portion of a day in quarter hour increments for personal reasons.

During the probationary period annual leave credits are accumulated. However, an employee must have been employed for six consecutive months before he/she can take annual leave. Annual leave cannot be authorized until it has been accrued.

Any time that leave has been scheduled and another event occurs, except for Bereavement, no change will be made to the original leave. For example, if an employee has scheduled annual leave and becomes ill during that time, the leave will not be changed from annual to sick.(1/97)

If the Board of County Commissioners closes all offices due to weather conditions, and an employee is on annual or sick leave, the hours following the closing will be charged to administrative leave. This does not apply if liberal leave is in effect. (9/28/88)

ELIGIBILITY AND ACCRUAL OF ANNUAL LEAVE:
All regular County employees are eligible for annual leave. Temporary employees and part-time non-benefited employees do not accrue annual leave.

Annual leave accrual rates are based upon length of employment. Accrual of annual leave for full time employees occurs on the first paycheck in the new month. The yearly accrual days and maximum days to be carried over for full-time regular employees are as follows:

YEARS OF SERVICE	# OF DAYS ACCRUED PER YEAR	MAXIMUM CARRYOVER
0-2 years	9.75 days	30 days
2-10	16.25 days	30 days
10+	22.75 days	30 days

Regular benefited part-time employees earn annual leave on a pro-rated basis based on their actual number of hours worked biweekly up to their assigned number of regularly scheduled work hours. The accrual for part-time benefited employees occurs on a bi-weekly basis.

ANNUAL LEAVE MAXIMUM:
Any annual leave days in excess of thirty will be converted to sick leave in the pay period of the following calendar year in which January 1 falls. The County Manager may authorize an employee to carry over more than 30 annual leave days from one calendar year to the next if the County Manager determines that an extraordinary project reasonably prevents that employee from taking annual leave during the calendar year.

TERMINATION OF EMPLOYMENT AND DATE OF SEPARATION: (9/28/88)
The final day of work is to be the date of separation. Annual leave cannot be run out prior to the date of separation. Upon proper termination procedures, an employee shall be entitled to be paid for all accrued and unused annual leave on his/her last paycheck.

LEAVE CONVERSION DUE TO HOUR CHANGE: (6/13/97 and 1/1/07)
If an employee transfers to a position that is scheduled for more hours per pay period, there is an adjustment made to their leave balances to reflect the higher required hours. The adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for both annual and sick leave balance hours.

If an employee transfers to a position that is scheduled for fewer hours per pay period, there is an adjustment made to their leave balances to reflect the lower required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for both annual and sick leave balance hours.

EFFECTS ON LEAVE ACCRUALS:

An employee shall not be allowed to accumulate annual and sick leave while on sick leave in excess of ninety (90) consecutive calendar days in any calendar year.

EMPLOYMENT ADJUSTMENT DATE:

If an employee is on sick leave in excess of ninety (90) consecutive calendar days, his/her beginning date of employment will be adjusted by the total number of days over ninety (90) for computing annual and sick leave only.

TIMEKEEPER NOTE: (00-164)
- If the employee requests more annual leave than is accrued, the system will not allow you to proceed further. You must stop and address this issue before you can continue entering information. You may call the employee or the Supervisor, whichever is appropriate, to clarify the problem. You may not automatically enter another type of leave without authorization.

SICK LEAVE

(8.2)

Date: 5/1/02
1/1/07

PURPOSE:
The purpose of this policy is establish the County's policies and practices which provide for regular employees to be absent from duty with pay in the event of illness or injury.

GENERAL GUIDELINES:

Sick leave shall be allowed in case of the employee's sickness or disability, including pregnancy of the employee, and necessary medical and dental appointments.

Sick leave shall also be allowed for the purpose of caring for the actual sickness, disability, or necessary medical/dental appointments of an employee's child, dependent, spouse, parent, or parent-in-law. (90-16)

An employee may take sick leave from the date of his/her employment. Sick leave hours may not be used by employees prior to being accrued. There is no limit on the total amount of sick leave that employees may accumulate.

If the Board of County Commissioners closes all offices due to weather conditions, and an employee is on annual or sick leave, the hours following the closing will be charged to administrative leave. This does not apply if liberal leave is in effect. (9/28/88)

ELIGIBILITY AND ACCRUAL OF SICK LEAVE:

All regular County employees are eligible for sick leave. Temporary employees and part-time non-benefited employees do not accrue sick leave.

Sick leave accrual rates are based upon length of employment. Accrual of sick leave begins for full-time employees the first paycheck in the new month. Employees shall be credited with sick leave monthly as follows:

YEARS OF SERVICE	# OF DAYS ACCRUED PER YEAR
0-2 years	9.75 days
2-10	16.25 days
10+	22.75 days

Regular benefited part-time employees earn sick leave on a pro-rated basis based on their actual number of hours worked biweekly up to their assigned number of regularly scheduled work hours. The accrual for part-time benefited employees occurs on a bi-weekly basis.

If the employee is retiring from County service, any unused accrued sick leave will be counted toward retirement. (i.e. 22 days sick leave = 1 month of creditable service up to maximum of 24 months of credit) If the employee is resigning from County service, no compensation is made for unused accrued sick leave.

PROCEDURES FOR USE OF SICK LEAVE:

In order to receive compensation while absent on sick leave the employee shall notify his/her Supervisor (or other person designated) of their inability to report to work and the nature of the illness, no later than one (1) hour prior to or within one hour after the time set for beginning his/her daily duties, unless the employee is so ill as to be incapable of notification.

Any time that leave has been scheduled and another event occurs, normally no change will be made to the original leave. For example, if an employee has scheduled annual leave and becomes ill during that time, the leave will not be changed from annual to sick. (1/6/97) However, if the employee becomes ill prior to taking the scheduled leave, sick leave may be used. (1/1/07)

SICK LEAVE ABUSE:

The Division Director, or appropriate authority, with the approval of the Director of Human Resources, in order to prevent abuse of sick leave or to assure medical attention for an employee, may institute a policy whereby an employee may be required to submit a medical certificate signed by a duly licensed medical professional which authenticates a period of illness of one day or more. Examples of sick leave abuse may include, but are not limited to the following:

1. Any pattern of sick leave usage, such as the use of six days in a six month period, one or two days at a time
2. Habitual sick leave absences on Mondays, Fridays, and/or the days immediately before and after holidays
3. Any employee who has no significant accumulation of sick leave after at least three to five years of service, without sustaining a major illness during that time period.

Employees suspected of abusing sick leave privileges will be notified and appropriate disciplinary action taken.

NOTE: The Director of Human Resources, upon written request by the Division Director or appropriate authority, may require that the employee be examined by a County appointed medical professional at any time.

LEAVE CONVERSION DUE TO HOUR CHANGE: (6/13/97 and 1/1/07)

If an employee transfers to a position that is scheduled for more hours per pay period, there is an adjustment made to their leave balances to reflect the higher required hours. The adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for both annual and sick leave balance hours.

If an employee transfers to a position that is scheduled for fewer hours per pay period, there is an adjustment made to their leave balances to reflect the lower required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for both annual and sick leave balance hours.

TERMINATION OF EMPLOYMENT:

Upon termination of employment, an employee SHALL NOT be paid for any accrued and unused sick leave.

RETURNING FROM SICK LEAVE:

Upon returning from sick leave, the County may request from an employee a certification from a licensed medical professional or a County appointed medical professional that he/she is able to perform all the duties of his/her position to 100% capability.

1. If any employee cannot perform the duties of his/her position up to 100% capability, he/she may be refused the right to return to work until this capability is reached.
2. If, as a result of an illness, an employee cannot perform the essential job functions of his/her position, upon the employee's request, an attempt will be made to make a reasonable accommodation and to place the employee in a position where he/she is capable of performing the duties, which the position requires. If a reasonable accommodation cannot be made, the Division of Human Resources should be consulted.

RESPONSIBILITIES:

Employees will:

1. Notify their Supervisors no later than the first hour or within one hour after the beginning of the scheduled workday, if possible, of their inability to report to work, and the nature of the illness. If time off from work is necessitated by a family emergency or illness, employees will notify their Supervisors as soon as possible.
2. Obtain a physician's certificate as verification of their illness, if requested by Supervisors.
3. Report the use of sick leave in the timekeeping system.

Supervisor will:

1. Advise new employees of the sick leave provisions.
2. In the instance of extended illness, keep informed as to employees' physical condition and anticipated date of return to work.
3. Ensure that sick leave is not misused, and if necessary, require submission of evidence as to the necessity for the leave.
4. Verify that sick leave used is available.

SICK LEAVE FOR GREATER THAN 90 CONSECUTIVE CALENDAR DAYS:

If a regular employee uses leave for greater than ninety(90) consecutive calendar days, a personnel action form must be sent to Human Resources. At this time, leave accrual will stop. When an employee returns, another personnel action form must be submitted.

An employee shall not be allowed to accumulate annual and sick leave while on sick leave in excess of sixty (60) working days in a 12 month period.

If an employee is on sick leave in excess of sixty (60) consecutive working days, or a combination of sick leave days in excess of sixty (60) working days in any calendar year, his/her beginning date of employment will be adjusted to the total number of days over sixty (60) for computing annual and sick leave only. It is the Supervisor's responsibility to notify Human Resources when an employee is out for more than 60 working days.

REINSTATEMENT OF SICK LEAVE: (87-38)

If an employee terminates employment and makes a request for reinstatement within thirty (30) days from the termination date and actually returns to his/her previous position within forty-five (45) days from termination, the sick leave balance at the time of termination will be reinstated.

TIMEKEEPER NOTES: (00-164)

- If the employee requests more sick leave than is accrued, the system will not allow you to proceed further. You must stop and address this issue before you can continue entering information. You may call the employee or the Supervisor, whichever is appropriate, to clarify the problem. You may not automatically enter another type of leave without authorization.
- The department timekeeper is responsible for tracking an employee who has been absent ninety (90) consecutive calendar days using any combination of their own leave (annual, sick, compensatory time). At the end of 90 days, the employee is no longer eligible to accrue leave (i.e. sick, annual, etc.). A personnel action form must be sent to Human Resources to make this change.

HOLIDAY LEAVE*

(8.3)

Date: 7/15/85
3/21/05
7/1/05
1/1/07

PURPOSE:

The purpose of this policy is to designate County holidays for regular County employees.

GENERAL INFORMATION:

The following days are designated as holidays for eligible regular employees. The Board of County Commissioners will determine the dates of the recognized holidays:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day
Primary, General and Special Election days as they may occur

In departments and/or divisions that operator on a Monday through Friday work schedule, when a holiday falls on Saturday, employees shall be entitled to the Friday preceding said Saturday in observance of such holiday. Whenever a holiday falls on Sunday6, the following Monday shall be considered a holiday. In the case of Christmas Eve and Christmas Day, if Christmas Eve falls on Sunday, the following Monday and Tuesday shall be considered holidays. If Christmas Day falls on Saturday, the previous Thursday and Friday shall be considered holidays. (7/1/2005)

Holidays that occur during annual leave shall not be charged against annual leave.

ELIGIBILITY:

All regular and temporary County employees are eligible for holiday pay.

GENERAL GUIDELINES:

Holiday pay and "paid day off" pay is the same rate of pay for the same number of hours provided to the employee for a regular working day, but never to exceed a total of ten hours.

Holiday pay and "paid day off" pay SHALL NEVER BE COMPUTED in any work week as contributing to an overtime rate of pay.

A Division Director/Department Head may authorize any employee to work a holiday and receive a "paid day off."

The County Manager or his/her designee may authorize "paid days off" in lieu of holidays to be carried over to the following calendar year for good cause.

Accumulated holidays will be paid at the date of separation; however, an employee will not be paid for a holiday if he/she does not work after the holiday occurs. (7/1/2005)

HOLIDAY ACCRUAL: (2/19/02)

When an employee works on a County holiday or when an employee works additional hours during a pay period, which includes a holiday, the employee may accrue the holiday to be used later. However it is important to remember the following:

The only holidays that may be carried over to the following calendar year are Christmas Eve and Christmas Day. The employee must work one or both of these days to actually carry over the holiday.

- Fronted holidays may not be carried over.
- Accrued holiday leave should be used before annual leave.
- The Supervisor must approve the use of accrued holiday leave in advance.

DEPARTMENTS WHO REGULARLY WORK HOLIDAYS:

Clarification of holiday worked: In order to eliminate any confusion among employees who are working in departments/divisions that must operate on a regular 24-hours a day, seven days a week schedule, or on a regular six or seven days a week schedule, or on a schedule that is necessary to provide a public service on certain holidays, the following policy is hereby implemented:

In those departments and/or divisions where the regular work schedule calls for work on certain holidays (such as may be the case in Parks and Recreation, Department of Aging and any other department/division that may be specified as coming under this provision) in order to provide a service or convenience to the general public, employees of these departments shall be given another "paid day off" in lieu of the holiday.

a. Employees working holidays under this provision shall be paid at their regular hourly rate.
b. A record of employees who work holidays and are eligible to accrue a "paid day off" will be maintained by Payroll software. This "paid day off" shall be requested by the employee in writing in advance of the actual "paid day off" in order that the Division Director/Department Head may make any arrangements necessary so the absence does not put an uncalled-for burden on the work of the department and/or division.
c. "Paid days off" in lieu of holidays must be taken within the calendar year of the holiday that created the "paid day off" benefit.
d. If a regular employee is scheduled to work on a holiday and becomes ill, they are allowed to request the use of their accrued sick leave. (3/21/05)
e. An employee who is on leave without pay status on a holiday cannot accrue the holiday. (1/1/07)

24-HOUR FACILITIES:

In those departments and/or divisions that must operate on a regular 24-hours a day, seven days a week schedule, or where the regular work schedule calls for work on holidays due to the nature of operation of the department/division (such as the Adult Detention Center, Landfill, Citizens Care and Rehabilitation Center and Emergency Communications Center, and any other department/division that may be specified as coming under this provision) the employees shall be paid at their regular rate for hours worked plus their regular holiday pay.

a. If an employee desires to waive the regular holiday pay and receive a "paid day off" at a later date, he/she shall make that decision prior to actually working the holiday and notify in writing on a standard request form, the Department Head/Supervisor who shall keep a record of all such requests.
b. "Paid days off" in lieu of holiday pay must be taken within the calendar year of the holiday that created the "paid day off" benefit.
c. Under no circumstances is an employee entitled to holiday pay and a "paid day off" for the same holiday. (3/21/05)

ON LEAVE DURING HOLIDAY: (7-15-85)

When an employee is on an approved leave without pay status and a holiday falls within that period, no compensation will be given for that period. However, if a holiday occurs the day following a compensated day or a compensated leave day, the holiday may be paid.

CLOSING EARLY PRIOR TO A HOLIDAY: (9-28-88)

When the Board of County Commissioners closes the offices early the day before a holiday (e.g. New Year's), and an employee is on annual or sick leave, the hours following the closing will be charged to administrative leave.

TERMINATION OF EMPLOYMENT AND DATE OF SEPARATION: (9/28/88)

The final day of work is to be the date of separation. Annual leave cannot be "run out" prior to the date of separation. Any annual leave that has been accumulated will be paid at the time of separation on the last paycheck with proper notification. Holidays will be paid at the date of separation (for example, October 10 – Columbus Day, would not be paid unless the employee worked October 11).

ADJUSTMENTS TO HOLIDAY LEAVE BALANCE DUE TO HOURS CHANGE: (1/1/07)

If an employee transfers to a position that is scheduled for more hours per pay period, there is an adjustment made to their holiday leave balance, if applicable, to reflect the higher required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. (Example: Employee transfers from a 7 hour a day position to an 8 hour a day position. Their current hours balance for annual leave is 50.00 hours. Divide 50.00 by 7 = 7.142857 then multiply by 8 = 57.1428. 57.1428 hours is the new holiday leave balance.)

If an employee transfers to a position that is scheduled for fewer hours per pay period, there is an adjustment made to their holiday leave balance to reflect the lower required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. (Example: Employee transfers from an 8 hour a day position to a 7 hour a day position. Their current hours balance for annual leave is 50.00 hours. Divide 50.00 by 8 = 6.25 then multiply by 7 = 43.75. 43.75 hours is the new holiday leave balance.)

TIMEKEEPER NOTES: (00-167)

- The employee does not have to enter the name of the holiday being used from the accrued time.
- HOL time reporting code (TRC) is used only when an employee does not work the holiday but gets paid for the holiday.
- HLA is used for holiday time that is worked and the employee is 'saving' the holiday for later use.
- HLU is used for holiday time that has been accrued from a past holiday and is now being used.
- If the employee requests more holiday leave than is accrued, a 'negative warning' will appear. This issue must be addressed before additional information can be entered.
- Holiday pay and "paid day off" SHALL NEVER BE COMPUTED in any work week as contributing to an overtime rate of pay.

* This section (8.3) does not apply to certain employees of the Sheriff's Office and the Fire and Rescue Services Division.

SICK LEAVE DONOR PROGRAM

(8.4)

Date: 7/27/00
1/1/07

PURPOSE:

To establish a program whereby a regular County employee may donate accrued leave (sick, annual, compensatory and/or holiday) directly to another regular County employee who has exhausted all accrued leave and is facing an extended absence brought about by the illness, injury or disability of the employee or a covered family member. When an employee is out on the sick leave donor program, the accrual of sick and annual leave stops. All forms related to this program can be found on the Human Resources Intranet site.

GENERAL GUIDELINES:

An employee is eligible to use the number of working hours equivalent to 60 working days within 12 consecutive months. This period begins on the first day the employee uses the sick leave donor benefit. The employee's daily standard hours are used to calculate the hours equivalent to 60 working days.

DEFINITIONS:

AUTHORIZED REPRESENTATIVE/DESIGNEE: When an action or approval is required by a person occupying certain positions referred to herein, in the absence of such person his/her duly authorized representative or designee may act. This applies to those identified as Director of Human Resources, "Supervisor'" and "Director."

DONOR: The employee who is donating leave.

DONOR PROGRAM ADMINISTRATOR: An employee in each County Division/ Department/Agency, appointed by that Director, who coordinates the sick leave donor program within that division/department/agency.

HUMAN RESOURCES: The Division of Human Resources, Frederick County.

RECIPIENT: The employee who is to receive the donated leave.

REGULAR COUNTY EMPLOYEE: As defined in the Frederick County Personnel Rules with the added distinction that donors and recipients in this sick leave donor program must have completed 6 months of probationary service, but may still be on a lengthened probationary status.

WORKING DAYS: Monday through Friday, with the exception of holidays as adopted by the County.

ELIGIBILITY:

1. Regular County employees may receive donations. Employee must have completed the 6- month probationary status to be eligible to receive benefits under the sick leave donor program.
2. The Recipient must exhaust all of his/her accumulated leave (i.e. sick, annual, compensatory and holiday) before becoming eligible to use donated leave time.
3. The Recipient may use this benefit only for:
   a. His/her own illness, injury or disability, or:
   b. Caring for the illness, injury or disability of his/her child, dependent, spouse, parent or parent-in-law.
4. The Recipient cannot be employed in any other capacity during the covered period.
5. An employee is not eligible to receive leave donations for absences that are covered by Worker's Compensation due to a work related injury or illness.
6. The Recipient may not accrue leave while participating in the sick leave donor program.

DONATIONS:

1. A regular County employee may donate up to 50% of his/her accumulated leave (i.e. sick, annual, compensatory and/or holiday leave). A regular employee may donate leave hours (of any type) on an as-needed basis, to another regular employee.
2. Donations are strictly voluntary and kept confidential.
3. Donated leave will not be returned to the Donor after it is given to the Recipient.
4. For retirement purposes, donated sick leave hours will be considered "used" and will no longer be a factor in the Donor's retirement benefit calculation.
5. In case of termination, leave must be doned prior to receipt of notice of resignation or retirement.

PROCEDURE:

1. A request for leave donations [the Request for Leave Donation form] must be submitted in writing by the Recipient or by a representative acting on behalf of the Recipient. The form must be completed, signed by all required parties and received by the Director of Human Resources prior to the date that the use of donated leave is requested to begin.
2. A written statement detailing the condition, diagnosis, prognosis and the period of time the Recipient will be unable to work must be submitted with the Request for Leave Donation form. A Medical Care Provider's Statement form must be used.
3. Within 5 working days following receipt of all required forms, the Director of Human Resources will determine whether the request meets the criteria, as stated in this policy. The Director of Human Resources may request additional information from the Recipient's medical care provider or may require that the Recipient or family member be examined by a County appointed medical professional at the County's expense. When

Recipient's medical care provider or may require that the Recipient or family member be examined by a County appointed medical professional at the County's expense. When such additional information is required, the Director of Human Resources' decision may be delayed until after receipt and evaluation of that information.

4. The Recipient may appeal the decision of the Director of Human Resources to the County Manager within 5 working days after receiving notice of the Director of Human Resource's decision. The County Manager will render a decision on this appeal within 5 working days after receipt of the appeal.
5. The decision of the County Manager is final.
6. The recipient will be notified, usually by telephone of the approval or denial of the request. If the request is approved, a representative from Human Resources will also notify the Donor Program Administrator of the approval. The Supervisor or Donor Program Administrator must submit a personnel action form placing the employee on sick leave donor. Once the form is submitted, Payroll will stop the accrual of both sick and annual leave.
7. The Donor Program Administrator in the Recipient's division/department/agency will post a notice requesting donations within the Recipient's department. Each Donor must complete a Leave Donation form and submit it to the Donor Program Administrator.
8. If the Recipient does not receive adequate donations within his/her own division/department/agency, then the request will be opened to all County employees. The initial Donor Program Administrator will open this request by way of contact with the Donor Program Administrators in all other County divisions/departments/agencies.
9. The Donor Program Administrator will complete a Leave Donation Summary form, accounting for all donated leave. This form is submitted to Human Resources along with the original Leave Donation form from each Donor.
10. Payroll will transfer the donated leave to the Recipient and adjust the leave balance for each Donor.
11. In the event that all donated leave is not used, the leave will not be returned to the Donors.
12. Recipients may request additional leave donations for the same extended illness, injury or disability before or after a prior donation expires. The same forms and processes are required.
13. When an employee returns from the sick leave donor program, a personnel action form must be sent to Human Resources. If an employee switches back and forth between sick, extended sick and sick leave donor, a new personnel action form must be submitted to Human Resources to show each change in status.

NOTE: If the employee is using sick leave donor as well as working a few hours each pay period, the total number of combined hours for the week must not exceed their total budgeted hours. Sixty days is the maximum number of days an employee can remain on the sick leave donor program. (00-96)

Examples of all Sick Leave Donor forms are in Section 12 – Index & Appendix.

EXTENDED SICK LEAVE

(8.5)

Date: 4/18/88
1/1/07

PURPOSE AND POLICY:

If a regular employee has an extended illness or is absent as a result of an off-duty accident for an extended period of time, and has used all of his/her sick leave, annual leave, holiday leave and compensatory leave the County provides, the employee may be eligible to receive the extended sick leave benefit. Upon proper application to the Division of Human Resources, the employee may receive one-half his/her weekly salary for the remaining period of illness up to one year from the date the extended sick leave began. This benefit may not exceed one year in a three-year period for a combined total of an employee's annualized hours. (i.e. 2080, 1820, 2496) This period begins the first day the employee uses extended sick leave. The Director of Human Resources may request that the employee be examined by a County appointed medical professional at any time.

An employee shall not be allowed to accumulate annual, or be paid for holiday and sick leave while on extended sick leave.

Employees do not have to use the sick leave donor program benefit first. Extended sick leave can only be used for an employee's illness.

NOTE:

If the employee is using extended sick leave as well as working a few hours each pay period, the total number of combined hours for the week must not exceed one half of their total budgeted hours (17.5 hours for 35 hour employees, 20 for a 40 hour employee, or whatever percentage budgeted). This usually occurs at the end of an employee's extended sick leave, when he/she might have doctor's appointments, therapy, etc.

In a situation where an employee is on extended sick leave and would like to return to work less than ½ time while still being eligible to receive extended sick leave benefits, the County may supplement the hours worked with extended sick leave, not to exceed the total amount the employee is receiving prior to returning to work. The employee will accrue leave (i.e. sick & annual) based upon the actual hours worked. As soon as the employee is able to return to work at least 50% of scheduled hours, the extended sick leave will then be discontinued.

PROCEDURE:

1. An Extended Sick Leave application form must be completed and submitted to Human Resources prior to the employee receiving the benefit.
2. A personnel action form must be submitted to Human Resources placing the employee on extended sick leave.
3. It is the employee's responsibility to submit periodic updates from the Physician, approximately every sixty (60) days to the Division of Human Resources while using this benefit.
4. If an employee is approaching a year on extended sick leave, Human Resources will send the employee a letter stating when their extended sick leave benefit will be exhausted. If they do not return as of this date, the employee may be terminated. Payroll will track the number of days of extended sick leave that the employee has used.
5. When returning from extended sick leave, a personnel action form must be completed. The employee must submit a return to work statement from their health care provider before returning to work. The Director of Human Resources may request that the employee be examined by a County appointed medical professional at any time.
6. If an employee switches back and forth between sick extended sick and sick leave donor, a new personnel action form must be submitted to Human Resources to show the change in status.

RETURN TO WORK: (3/23/89)

When an employee returns from extended sick leave and there is a question as to any limitations that the employee may have, the Doctor or Physician should be sent the Return to Work Evaluations. The person cannot return until this Return to Work Evaluation form (Section 12 – Appendix) has been completed.

The use of extended sick leave does not require a change to service date.

RESIGNATION DURING EXTENDED SICK LEAVE:

When an employee receiving extended sick leave benefits decides to resign, the date of the letter or the date of the employee's actual decision not to return to work, whichever is earlier, will be the effective date for the discontinuance of the benefit.

TIMEKEEPER NOTE:

Use TRC code ESL.

BEREAVEMENT LEAVE

(8.6)

Date: 1/6/97
1/1/07

PURPOSE:

The purpose of bereavement leave is to provide an employee with time off to attend the funeral of a family member or friend and to handle personal affairs related to the death of a family member. Bereavement leave shall be granted to regular or probationary employees and must be arranged with the employee's Supervisor.

GENERAL GUIDELINES:

Permission for leave for maximum periods of three (3) working days, depending on need, shall be granted to any regular or probationary employee by the Department Head/Supervisor in the event of a death of one of the following members of the family: spouse, children, spouses of children, parents of employee or spouse or others who took the place of parents, grandparents of employee or spouse, grandchildren, brothers and sisters of employee or spouse, and other relatives living as members of the employee's household. If travel requiring staying away from home overnight is involved, additional days may be allowed and charged against sick leave. If additional time off is needed, sick leave may be requested. If more time is needed, annual leave may be requested and approved by the Supervisor.

When a death occurs to an immediate family member as described above and the employee is on another type of leave (i.e. annual), the employee will be allowed to change the scheduled leave to bereavement leave.

If the relationship is other than above (i.e. aunt, uncle, cousin, friend), a regular or probationary employee shall be permitted to be absent from work without loss of pay or charge against leave credits for one day or less for the purpose of attending the funeral. After being granted leave with pay for this particular reason for any day or substantial portion of a day, he/she is expected to return to duty. Failure to return to duty when possible will result in charge to annual leave, or leave without pay.

NIGHT SHIFT EMPLOYEES: (85-8)

Employees working night shifts are not eligible for bereavement leave to attend a funeral during the day.

TIMEKEEPER NOTE:

The code for Bereavement Leave is BRV.

MILITARY LEAVE

(8.7)

Date: 9/10/90
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to establish guidelines as to what type, when, and under what circumstances military leave may be granted to employees. The following policy is effective for employees (probationary and regular) who are called to active duty during a national emergency:

1. Allow reservists to use 15 days of military leave (see Chapter X, Section 10 of the Frederick County Personnel Rules) if it has not been used for training during one calendar year. If the 15 days has already been used, leave without pay must be used.
2. Life insurance will be discontinued until return to County employment.
3. Employee may continue health insurance coverage, with his/her contribution being deducted upon return to County employment. Insurance may be continued for a maximum of six months. If employee chooses not to continue coverage, the coverage will be reinstated upon the employee's return.
4. Employee must contact the Division of Human Resources to complete application for qualifying for an approved leave of absence from the Retirement Plan. Upon return to County employment, employee must complete proper paperwork to receive credit for his/her active military duty. This leave of absence does not entitle the Beneficiary to receive death benefits under the Retirement Plan.

Each employee is allowed 15 paid workdays off in one calendar year to complete mandatory military training. The department must keep track of this time. Military orders must be submitted to Human Resources to verify this leave.

GENERAL GUIDELINES:

A regular employee who leaves the service of the County for the purpose of enlisting in the armed forces of the United States (armed forces means U.S. Army, U.S. Air Force, U.S. Marines, U.S. Navy, U.S. Coast Guard, U.S. Public Health Services, and any special military unit under the direction of the foregoing branches of service), shall be granted a leave of absence without pay and shall be entitled to be reinstated in his/her former job classification or to a position of like seniority status and pay grade unless the circumstances of the County have so changed as to make it impossible or unreasonable to do so. This leave shall not be granted beyond the first voluntary enlistment unless a national emergency exists.

A regular employee who is drafted or recalled to active duty by reason of his/her reserve or other status shall be granted a leave of absence without pay and shall be entitled to be reinstated in his/her former classification or to a position of like seniority status and pay grade unless his/her position has been abolished in the time between his/her last day of work and application for return. This leave shall not be granted beyond the first enlistment unless a national emergency exists.

Application for reinstatement shall be made as follows:

1. Application for reinstatement must be made within ninety (90) days after discharge from active service or within one year if hospitalization continues after discharge; and
2. Employee presents copy of honorable discharge or certificate showing satisfactory completion of service.

When an employee returns from a military leave of absence, and the original position is upgraded or reclassified, the employee is eligible for the upgraded/reclassified position if qualified.

No type of military leave shall be deducted from other types of leave earned by the employee.

An employee returning from military service shall have a maximum of one year's service credited toward his/her length of service with the County for leave accrual purposes only.

Temporary and part-time employees are not included in this policy.

RESERVE ANNUAL TRAINING EXERCISES:

Any regular employee who is a member of any United States military reserve or national guard unit and is required to engage in annual training exercises will be granted leave with pay for a period of time not to exceed fifteen (15) days in one calendar year (January through December), if it will not result in harm to the interest of the County. County compensation will continue in effect during the time of military leave.

Beginning January 1, 2007, the allowable 15-day military leave period will be calculated as follows:
35-hour employees (or positions where the full time equivalent is 35 hours) would be eligible to receive up to 15 days or up to a maximum of 105 hours

- 40-hour employees (or positions where the full time equivalent is 40 hours would be eligible to receive up to 15 days or up to a maximum of 120 hours
- Firefighters would be eligible to receive up to 15 days or up to a maximum of 144 hours.

PROCEDURES:

1. Along with a copy of the employee's military orders, a personnel action form must be submitted to Human Resources placing the employee on a Military Leave of Absence.
2. The department must track the number of days an employee is on military leave.
3. A personnel action form must be submitted when the employee returns to work.

TIMEKEEPER NOTE:
TRC code MIL is used for Military Leave.

JURY DUTY/COURT APPEARANCES/SUBPOENAS

(8.8)

Date: 5/22/85

PURPOSE AND POLICY:

It is the policy of Frederick County Government to encourage employees to recognize and perform their civic responsibilities. The purpose of this policy is to establish the County's policies and practices, which provide for an employee to be absent from work for court and jury duty.

GENERAL GUIDELINES:

JURY DUTY:

A regular or probationary employee shall be permitted to be absent from his/her duties without loss of pay or charge against leave credits for the purpose of serving on a jury. When an employee is called for jury duty, written verification must be sent to Human Resources. The clerk of the court will provide this authorization. If the employee is excused or released by the Court for any day or substantial portion of a day, the employee is expected to return to duty. Failure to return to duty when possible will result in charge to annual leave, or leave without pay. To receive his/her regular rate of pay while on jury duty, the employee must produce evidence to the Division of Human Resources of jury attendance.

OTHER COURT APPEARANCES: (5/22/85)

A regular employee shall be permitted to be absent from his/her duties without loss of pay or charge against leave credits if subpoenaed to appear in court. Timely notice should be given to the Supervisor. To receive his/her regular rate of pay while in court, a copy of the subpoena or the equivalent must be sent to Human Resources. Only when the employee is summoned to court for an action they did not initiate will jury duty leave be paid.

If the employee initiated the action or has volunteered to appear in court, annual, compensatory or holiday leave must be used.

TIMEKEEPER NOTE:

Administrative leave is used for Jury leave. (Use TRC - ADM)

WEATHER EMERGENCIES/ADMINISTRATIVE LEAVE

(8.9)

Date: 01/27/00
4/14/94
5/27/93
12/22/03

PURPOSE AND POLICY:

The County may grant administrative leave when County offices are closed due to weather or a special event/emergency.

GENERAL GUIDELINES:

It has been determined that some Frederick County Government employees are essential personnel whereas others are non-essential personnel. Essential service personnel, as designated by the Division/Agency Directors of essential County offices, will be expected to report to work in the event of a weather emergency when County offices are closed. A listing of these essential positions is on file with the Division of Human Resources. These employees will be eligible to receive both administrative leave (if they are scheduled to work) and regular pay for the hours worked. Administrative leave is strictly for the day or hours for offices that can be closed. (12/22/03) Administrative leave cannot be accrued or used to offset hours from any other day within the pay period.

Non-essential regular employees will be given administrative leave when County offices are closed for weather or other emergencies (i.e. leave which will not be charged against accrued annual leave or sick leave). Contractual and temporary employees do not receive administrative leave. Employees who work a percentage of a full-time position, receive only the hours scheduled for that day. (12/22/03)

CLOSING COUNTY OFFICES FOR WEATHER EMERGENCY:

In the event of a weather emergency, the President of the Board of County Commissioners or his/her designee will receive a phone call from the Chief of Highway Operations, or his/her designee, to review the condition of County roads no later than 5:30 a.m. After conferring with the Superintendent, Highway Operations, or his/her designee, the Board President, or his/her designee, will decide the action to be taken, if any. If the decision is made to close County offices, administrative leave will be given to non-essential personnel. (i.e. leave which will not be charged against accrued annual leave or sick leave) Essential personnel are expected at work on these days.

IF THE DECISION IS AN EARLY MORNING DELAY:

If the Board President, or his/her designee, decides to delay the opening of County offices for the day, the Superintendent, Highway Operations, or his/her designee, will relay the decision to the Public Information Officer, or his/her designee, no later than 5:30 a.m. The Public Information Officer, or his/her designee, will in turn inform the media, as well as the Judges of the Frederick County Circuit Court and District Court about the decision. Regular employees will be given administrative leave (i.e., leave which will not be charged against accrued annual leave or sick leave). Essential personnel are expected at work on time on these days.

IN THE CASE OF CLOSING OFFICES EARLY:

If the Board President, or his/her designee, decides to close County offices early, the Bureau Superintendent, Highway Operations, or his/her designee, will relay the message to the Public Information Officer, or his/her designee. The Public Information Officer, or his/her designee, will then notify the Human Resources Division and the media about the decision. The Human Resources Division staff will then relay the decision to all the agencies located throughout the County, as well as make a personal phone call to the Judges' Chambers at the Courthouse.

If the Board of County Commissioners closes all offices due to weather conditions, and an employee is on annual or sick leave, the hours following the closing will be charged to administrative leave. This does not apply if liberal leave is in effect. (9/28/88)

LIBERAL LEAVE:

If the offices are not officially closed, but marginal weather conditions exist, the President of the Board of Commissioners may announce a liberal leave policy. In that instance, all employees must notify their Supervisor if they will not be coming to work.

For regular employees:

- Employees do not have to report to work, but must notify their Supervisor if they will not be coming to work.
- Employees must request in advance the type of leave to use to cover the missed hours. Sick leave cannot be used. (12/22/03)

For probationary employees:

- Employees do not have to report to work, but must notify their Supervisor if they will not be working.
- Supervisor has the right to grant leave or require the employee to use Leave without Pay. If the Supervisor grants leave, it can be either accrued annual leave, holiday or compensatory leave. (12/22/03)

DEPARTMENTAL UNFORESEEN EMERGENCIES: (85-72)

In the event of an unforeseen emergency, (e.g., building flooding, lack of heat, etc.) wherein employees within a department are unable to work due to problems in the work area, the Department Head/Division Director should make every effort to find alternative work areas for the employees. If an alternative work area cannot be found, the Director of Human Resources will be notified, and the employees may be granted administrative leave (i.e., leave with pay that will not be charged against any of the employee's accrued leave.)

NOTIFICATION PROCESS:

Listen to radio stations WFMD, WFRE, Z104, WTHU, WTRI and WAFY for notification of the policy in effect during inclement weather.

All County employees can contact the Public Information Officer at (301) 600-3000 for information on closings and delays.

RECORDING TIME/PAYROLL:

EXEMPT EMPLOYEES:

Essential:
When an employee reports to work, the employee will be paid for their regular work hours. The employee will not be eligible to receive administrative leave. If employee does not report to work, the employee must use accrued annual or holiday leave.

Non essential:
An employee who does not report to work receives administrative leave for the regular scheduled workday. If the employee reports to work, the employee will be paid for the hours actually worked and the balance of the scheduled workday will be compensated as administrative leave.

NON-EXEMPT EMPLOYEES:

Essential:
Employees who report to work get paid for hours worked according to Personnel Rules and will also be paid for administrative leave for the regularly scheduled work hours. Therefore, the employee will be paid for both regularly scheduled hours and worked hours because no administrative leave can be accrued. If the pay period hours are 70 or 80, a workday is either 7 or 8 administrative hours. A workday for Firefighters is 9.6 hours. Employees will be compensated for the administrative leave within the same pay period. If an employee does not report to work, accrued annual leave or holiday leave must be used. No administrative leave will be given. If an employee has previously scheduled a day off, then the employee will be paid for their regularly scheduled hours because they are using leave and will not be paid for administrative leave.

Non-Essential:
If the employee does not report to work, the employee will receive administrative leave for the scheduled non-exempt hours for that day. If the employee is already scheduled for leave, administrative leave will be substituted. (12/22/03) If the employee reports to work, the employee will be paid for the hours actually worked and the balance of the scheduled workday will be compensated as administrative leave.

TIMEKEEPER NOTE:

- Use TRC code ADM.

COMPENSATORY TIME

(8.10)

Date: 5/1/02
1/1/07

POLICY:

This policy provides agencies and departments with the necessary guidelines for the implementation and administration of compensatory time for Frederick County Government's nonexempt employees. This section only applies to those employees whose positions are designated as nonexempt (i.e. those who are eligible to receive overtime) in the position classification schedule.

The Supervisor will decide whether compensatory time will be given instead of overtime or straight time. The Supervisor must always approve compensatory time in advance before the time is accrued or used.

When an employee's actual hours worked exceed 40 hours in one week, any additional hours worked authorized by his/her Supervisor or Division Director, may be paid at a rate of one and one-half times the employee's regular hourly rate (overtime) or given compensatory time at 1 ½ times what was worked over 40 hours.

DEFINITIONS:

COMPENSATORY TIME: leave granted in exchange for the additional hours worked by a non-exempt employee. (hours worked in addition to the standard work hours in their regular work week)

*OVERTIME: hours actually worked which exceed forty in one week period

STANDARD HOURS: (or scheduled hours) the number of hours an employee is scheduled to work in a week (Full-time employees standard hours are either 35 or 40 hours a week.)

MAXIMUM COMPENSATORY HOURS: Accumulated hours of compensatory time are limited to the number of hours an employee regularly works in a week. (e.g. 35-hour employees will be limited to a bank of 35 hours, 40-hour employees to 40 hours.)

GENERAL PROCEDURES:

Before compensatory time may be approved, accrued, or used the employee must sign a Compensatory Time Agreement (Section 12 – Appendix). The signed Compensatory Time Agreement will be kept in the employee's personnel file in the Human Resources Division. The Supervisor will ensure that all compensatory time earned and used is recorded on the employee's

time keeping systems when it occurs.
*Overtime hours may vary for Firefighters.
For a non-exempt employee whose regular work week is 35 hours, compensatory time will be accrued on an hour-for-hour basis for hours worked above 35 in a week but not greater than 40 hours. For all employees, with the exception of Firefighters, hours worked above 40 will be accrued on a 1 ½ hour-for-hour (time and a half) basis. (See To Calculate compensatory time section)

The maximum amount of compensatory time that can be accrued is the employee's number of standards hours in a work week.

EMPLOYEES NOT ELIGIBLE FOR COMPENSATORY TIME:
Temporary and exempt employees (those employees who are designated as exempt from receiving overtime) are not eligible to earn compensatory time. Also, employees not eligible for overtime pay (exempt) are not eligible for compensatory time, but can compute pay period hours on a cumulative pay period basis (see Flexible Time 8.11) rather than on a daily basis.

TO EARN COMPENSATORY TIME:
Depending on the agreement between the employee and the Supervisor, an employee who is entitled to be paid for approved overtime may instead request compensatory time off at the applicable rate. The employee must sign the Compensatory Time Agreement prior to receiving Compensatory Time.

TO CALCULATE COMPENSATORY TIME:
Compensatory time is calculated at 1 ½ times the regular time for any hours over 40 hours that are worked in a one week time period. If the employee is a 35-hour employee, the first 5 hours are calculated as straight time. For all employees, with the exception of Firefighters, hours worked above 40 will be accrued on a 1.5 hour-for-hour (time and a half) basis.

EXAMPLE: 35-hour employee
37 hours worked = 2 hours compensatory time
42 hours worked in a week = 5 hours + (2 hours X 1.5) = 8 hours compensatory time

TO USE COMPENSATORY TIME:
Employees wishing to use compensatory time must make a request in advance to their Supervisor. Department Heads/Supervisors may grant or deny an employee's request, pursuant to the operating needs of the department. Supervisors should encourage employees to use their compensatory time as they earn it. Remember, the employee is allowed to accrue only one week of compensatory time. Compensatory time should be used first when the one week maximum has been reached.

When a nonexempt employee separates from County service, accumulated, but unused compensatory time will be paid.

ADJUSTMENTS TO COMPENSATORY LEAVE BALANCE DUE TO HOURS CHANGE: (1/1/07)

If an employee transfers to a position that is scheduled for more hours per pay period, there is an adjustment made to their compensatory leave balance, if applicable, to reflect the higher required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. (Example: Employee transfers from a 7 hour a day position to an 8 hour a day position. Their current hours balance for annual leave is 40.00 hours. Divide 40.00 by 7 = 5.71428 then multiply by 8 = 45.7142. 45.7142 hours is the new compensatory leave balance.)

If an employee transfers to a position that is scheduled for fewer hours per pay period, there is an adjustment made to their compensatory leave balance to reflect the lower required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. (Example: Employee transfers from an 8 hour a day position to a 7 hour a day position. Their current hours balance for annual leave is 40.00 hours. Divide 40.00 by 8 = 5.0 then multiply by 7 = 35.0. 35.0 hours is the new compensatory leave balance.)

MAXIMUM COMPENSATORY HOURS:

Unused compensatory time can be carried over at year-end. The maximum amount of compensatory time can be held by any employee at any time is the employee's total standard hours for one week.

TIMEKEEPER NOTE:

For employees eligible for overtime pay (non-exempt), use the TRC code CTA when the time is accrued and CTU when it is used.

FLEXIBLE TIME

(8.11)

Date: 5/1/02

PURPOSE AND POLICY:

The purpose of this policy is to describe flexible time in relation to Frederick County employees. This policy is designed primarily for exempt employees who are eligible to receive flexible time. A flexible work schedule means that employees are allowed to compute pay period hours on a cumulative pay period basis, rather than on a daily basis. Only with Division Director and Supervisor's approval, exempt employees can work a flexible work schedule. In addition, exempt employees are not allowed to accrue compensatory time. The Supervisor must approve flexible work hours and leave.

Also, if approved by a Supervisor, non-exempt employees can also work a flexible work schedule.

PROCEDURES:

1. The Division Director must approve working hours in advance.
2. Generally, leave, not flexible time must be used for absences of one day or more. This policy is not intended to allow an exempt employee to work less than a five-day work week on a regular basis, excluding holidays.
3. If a 70-hour employee goes home sick 3 hours early, but has worked at least 70 hours in the payroll period, no sick time needs to be recorded and charged. Employees must record actual time worked per day and total hours. Total hours paid for an exempt employee cannot exceed the employee's standard hours.

HOLIDAY ACCRUAL: (2/19/02)

When an employee works on a County holiday or when an employee works additional hours during a pay period, which includes a holiday, the employee may accrue the holiday to be used later. When employees work more than their standard hours (whether 70 or 80) for a pay period which includes a holiday, the employee is eligible to accrue the holiday. All accrued holidays must be approved by the employee's Supervisor. All accrued holidays are recorded in the timekeeping system as Holiday Leave Accrued (HLA).

FAMILY AND MEDICAL LEAVE ACT

(8.12)

Date: 7/27/00
1/1/07

PURPOSE:

The purpose of this policy is to establish the policies and procedures by which employees may receive time off from work for family leave purposes as described by the Family Medical Leave Act of 1993 (FMLA). According to the FMLA, the following circumstances entitle an employee to the leave:

- Birth of a son or daughter;
- Placement of a child with the employee for adoption or foster care;
- Care for spouse, son, daughter, parent or parent-in-law who has a serious health condition; or
- A serious health condition of the employee.

In addition to other types of leave, regular employees are eligible for FMLA leave. Upon notification to the Division Director, regular employees are eligible to receive a total of twelve (12) work weeks of leave (paid or unpaid) during any 12 month period (measured forward from the first date the leave begins) for one of the above listed conditions.

GENERAL PROCEDURES:

1. All eligible accrued leave (e.g. annual, sick, holiday and/or compensatory) will count toward the maximum total of 12 work weeks of FMLA leave within a 12 month period. Employees must use paid leave in the following order: sick leave, accrued holidays, compensatory time, and annual leave. When paid leave is exhausted, unpaid leave will be granted to total 12 weeks.
2. The County will continue the employee's health care coverage at the employee's regular payroll deduction rate as long as all employee contributions are paid during the unpaid leave periods. However, if the employee does not return to work, the employee will be responsible for the County's portion of the premiums for the unpaid leave period. Arrangements must be made with the Human Resources Division.
3. During the unpaid FMLA leave periods, sick leave and annual leave will not be accrued.
4. While the employee is using FMLA leave, the employee's position will be protected, and the employee will return to the position at the same grade and rate of pay at which he/she left.
5. Whenever the need for FMLA leave is foreseeable, the employee is asked to provide 30 days advance written notice before the leave is to begin.

PROCEDURES FOR REQUESTING LEAVE:

A Request for Family Leave form must be completed by employees prior to the beginning of the leave. A portion of the form requires medical documentation. The Division of Human Resources has forms available. Employees using family leave are encouraged to discuss the leave procedures with members of the Human Resources staff.

If the leave request is for a serious health condition, the County will require that a request for leave be supported with certification from the health care provider of the employee, spouse, son, daughter, parent or parent-in-law. Frederick County Government's Certification of Physician or Practitioner Form must be used (See Section 12 for sample).

1. If the validity of the certification is in doubt, the County may request that the employee obtain a second opinion - at the County's expense – from a health care provider designated by the County.
2. If there is a conflict of opinion between the two health care providers, the County may request the employee to obtain, at the County's expense, an opinion from a third provider jointly approved by the County and the employee.

FMLA LEAVE SHALL END:

- When the employee, spouse, son, daughter, parent or parent-in-law is no longer affected by the serious health condition;
- If the employee fails to provide documentation to continue the leave when requested;
- When the employee has exhausted the maximum period of time eligible for FMLA leave. If additional time is needed, the employee may request a leave of absence in accordance with the Leave Without Pay section of the Personnel Rules (Chapter X, Section 14). An absence beyond the maximum time under FMLA leave is not protected by that law.
- If the employee accepts other employment.

RETURN FROM FAMILY LEAVE:

If an employee returns from family leave and works for any length of time (one week, month, etc.) and then resigns, the employer's share of health insurance as specified in General Procedures #2, does not have to be paid by the employee.

TIMEKEEPER NOTE:

- All paperwork must be sent to Human Resources for approval.
- There is no TRC code for this leave; it is used in conjunction with other types of leave.

LEAVE WITHOUT PAY

(8.13)

Date: 7/27/00
1/1/07

POLICY:

The purpose of this policy is to describe unpaid leave for Frederick County Government employees.

GENERAL GUIDELINES:

A Division Director may grant a regular employee a leave of absence without pay for a period not to exceed one year. Failure of an employee to return to duty upon the expiration of his/her leave without pay shall be interpreted as a resignation. Leave without pay shall be granted only when it will not result in harm to the interest of the County as an employer beyond any benefits to be realized. If the employee is on a leave of absence in excess of thirty (30) consecutive calendar days, his/her beginning date of employment will be adjusted by the total number of calendar days over thirty (30) for computing annual and sick leave only.

PROCEDURES:

The employee's Supervisor must submit a personnel action form to Human Resources to begin and end the leave without pay. When the employee is out for at least an entire pay period, a personnel action form must be submitted to Payroll to reflect a change in status. Another personnel action form must be submitted when the employee returns to work. It is the department's responsibility to notify Human Resources when an employee has been out for longer than 30 days. Leave accrual, both sick and annual, will stop immediately – see FMLA (8.12).

When an employee uses a few hours of leave without pay, the timekeeping system will reflect those hours as part of the total hours. When the final totals are calculated in PeopleSoft, these hours will not show up as time paid.

TIMEKEEPER NOTE:

When the employee uses a few hours of leave without pay, the TRC code LNP must be used.

EMPLOYMENT DATE ADJUSTMENT: (2/2/81)

An employee's most recent employment date will be adjusted for leave of absence without pay. The adjustment of this date affects the annual and sick leave computation only. It is up to the department to record leave and to compute its effect on annual increments.
Leave that is considered a benefit, such as extended sick leave, disability leave (Worker's Compensation 7.11), etc. does not effect the most recent employment date.

ABSENCE WITHOUT LEAVE

(8.14)

Date: 7/27/00

PURPOSE AND POLICY:

The purpose of this policy is to establish a policy for unauthorized leave.

GENERAL GUIDELINES:

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. In the absence of such disciplinary action, any employee who absents himself/herself for three (3) consecutive working days without leave shall be deemed to have quit. Such action may be reconciled by a subsequent grant of leave if the conditions warrant.

TYPES OF ABSENCES WITHOUT LEAVE:

There are instances where employees will be absent without leave such as no call no shows and mandatory suspensions. In these situations, the employee is not allowed to use any type of leave to cover the missed time. When an employee is on a suspension, the timekeeping system should be noted as 'suspension' for each day that is affected.

In addition, the Division Director may pre-approve absences without leave.

TIMEKEEPER NOTE:

The TRC code of LNP should be used.

DISABILITY LEAVE

(8.15)

Date: 7/27/00
1/1/07

POLICY:

The purpose of this policy is to describe Frederick County Government's disability leave. A regular, probationary or temporary (non-County funded) employee who is temporarily disabled in the line of duty shall receive full pay for the period of his/her disability without charge against his/her annual or sick leave, subject to the procedures below. This leave can only be granted when there is a work related injury and a 'First Report of Injury' has been filed with the Risk Management Department. Conditions of this benefit/leave are as follows:

A. The disability resulted from an injury or illness sustained directly in the performance of the employee's work, as provided in the State Worker's Compensation Act.

B. If incapacitated for his/her regular employment, the employee may be given other duties with the County government for the period of recuperation. Unwillingness to accept such an assignment as directed by the Division Director or the Director of Human Resources will make the employee ineligible for disability leave during the time involved.

C. A County appointed medical professional should determine the physical ability of the employee to continue working or to return to work.

D. Disability leave shall not exceed one hundred and twenty (120) consecutive calendar days for any one injury, and after 120 days said employee may, at his/her request, be placed on sick leave.

E. Payment of disability leave is also contingent upon the assignment of Worker's Compensation checks for the first ninety-day period to the County.

PROCEDURES:

- On the day the work related injury occurs, in the timekeeping system the day should be marked as a regular workday (as if the employee worked the entire day).
- Subsequent days off related to the same injury are to be marked with the TRC code of WKC.

FRONTED HOLIDAY LEAVE

(8.16)

Date: 10/02
1/1/07

PURPOSE:

The purpose of this policy is to explain Fronted Holiday Leave.

ELIGIBILITY:

Individuals may be eligible for fronted holidays if they are employed in either the Fire and Rescue Services Division or by the Sheriff's Office and meet at least two of the following criteria:

1.) Possess a uniformed designation as if they were enrolled in the Frederick County Employees Retirement Plan

2.) In a position that requires rotating days/shifts work schedule

3.) Work at a facility that requires 24 hour coverage

GENERAL PROCEDURES:

Before fronted holiday leave may be approved, accrued or used the employee must sign a Fronted Holiday Time Agreement (Section12 – Appendix). The signed Fronted Holiday Time Agreement will be kept in the employee's personnel file in the Human Resources Division.

PROCESS:

If an employee is determined eligible for fronted holidays, he/she will be enrolled in the holiday leave plan and receive the allotment of holiday leave for the entire calendar year in the pay period containing January 1 of the new year. The Board of County Commissioners determines the holiday schedule. The Benefit Program in which the employee has been enrolled determines the hour allotment to be received each year. The holiday leave time is then available for use by the employee throughout the year with prior approval by the department head.

Leave Plans	Hours Per Day	Hours Per Year	Benefit Program
DHOL8	8	104/120	ECC, LAW
DHOL10	8	104/120	LAW
DHOL12	8	104/120	LAW

Adjustments to that allotment will be made for the following situations:

NEW HIRE:

1. If a fronted employee is hired at any time other than the first pay period of the new calendar year, they will receive the entire year's holiday allotment when the Payroll Office runs the full time leave accrual process. The fronted leave balance will then be manually reduced by the number of holiday hours that have chronologically occurred.

TERMINATION:

1. If a fronted employee terminates employment prior to the end of the calendar year and has used more holiday hours than have chronologically occurred, a reduction of annual leave will occur. Annual leave balance hours will be reduced by the number of holiday hours used over the number of hours that have chronologically occurred.

2. If a fronted employee terminates employment prior to the end of the calendar year and has used less holiday hours than have chronologically occurred, the employee will be paid for these unused hours. There will be no payment for any unused holiday hours that have not chronologically occurred.

TRANSFERS:

1. If a fronted employee transfers to a non-fronted position prior to the end of the calendar year and has used more holiday hours than have chronologically occurred, two adjustments will be made. First, the fronted leave balance will be reduced to zero and the leave benefit plan will be terminated. Second, the annual leave balance hours will be reduced by the number of holiday hours used over the number of hours that have chronologically occurred. If there are not enough annual leave hours to cover the reduction, the sick leave balance hours will be reduced by the number of remaining hours.

2. If a fronted employee transfers to a non-fronted position prior to the end of the calendar year and has used less holiday hours than have chronologically occurred, two adjustments will be made. First, the fronted leave balance will be reduced to zero and the leave benefit plan will be terminated. Second, the staff holiday comp time plan will be increased to show available hours equal to the number of hours not used that have chronologically occurred. The employee will then begin receiving holidays as they occur.

3. If a non-fronted employee transfers to a fronted position at any time other than the first pay period of the new calendar year, a holiday leave plan will be added and he/she will receive the entire year's holiday allotment when the Payroll Office runs the full time leave accrual process. The fronted leave balance will then be reduced by the number of holiday hours that have chronologically occurred. If the employee had an hours balance in the staff holiday comp time plan, the amount will be transferred to the holiday leave plan balance.

ADOPTION LEAVE

(8.17)

Date: 11/20/92
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to explain payment options for Adoption Leave.

An employee is able to use sick, annual, compensatory or holiday leave for the adoption of a child. Only six weeks of sick leave can be used for the case of adoption. Although a medical professional may not authorize sick leave due to medical reasons, a social worker or similar professional can authorize leave to bond with the infant or child. Leave in addition to the above six weeks may be requested with the authorization of the health care professional.

In the situation wherein the employee requests additional leave not authorized by the medical professional or social worker, leave without pay may be used as currently provided under the Personnel Rules.

For information concerning the Family Medical Leave Policy, for those eligible employees, see Policy 8.12.

LEAVE ACCRUAL PROCEDURES

(8.18)

Date: 2/03
1/1/07

PURPOSE AND POLICY:
The purpose of this policy is to establish procedures for leave accrual.

ELIGIBILITY:

Employees are eligible to accrue leave if they are in a regular benefited position.

PROCESS:

The Board of County Commissioners determines the amount of annual and sick leave granted to employees based upon status and length of employment.

Full Time Employee:

Leave for a full time employee is accrued on a monthly basis. The accrual takes place on the first day of the month and is reflected in the first paycheck that is received each month. The Payroll Office runs the actual leave accrual process. Paycheck stubs detail the amount of leave carried over from the previous year, the total number of hours earned and taken in the calendar year and any adjustments made throughout the year. It also gives an ending balance.

Leave Accrual Amounts as Determined by the Board of County Commissioners:

The

Length of Employment	Days per Year	Hours per Month 35 Hour Employee	Hours per Month 40 Hour Employee	Hours per Month Regular Firefighter	Hours per Month 24 Hour Firefighter
0-2 years	9.75	5.6875	6.50	8.125	N/A
2-10 years	16.25	9.479160	10.8333	13.541666	N/A
10 plus years	22.75	13.2708	15.16666	18.958333	45.5

Leave Benefit Plan (see chart next page) in which the employee is enrolled determines the hour allotment received. The accrued annual/sick leave hours balance is then available to be used by the employee throughout the year in accordance with the Frederick County Personnel Rules.

Frederick County Government tracks the use and accrual of leave through the PeopleSoft Human Resources System.

Once an employee has been enrolled in the proper leave plan either at hire or when moving into a benefited position, the system will automatically provide the appropriate accrual rate.

The system uses the service date (the date the employee became benefited) on the Employment Data Panel in Job Data to determine the months of service and then correlates that to the correct hours per month housed in the leave plan table.

Plan Type	Leave Benefit Plan	Description
50	SICK35	Full Time 35 Hour Sick Leave
50	SICK 40	Full Time 40 Hour Sick Leave
51	ANN35	Full Time 35 Hour Annual Leave
51	ANN40	Full Time 40 Hour Annual Leave
50	SICK24	24 Hour Firefighters Sick Leave
50	SICKFF	Regular Firefighter Sick Leave
51	ANN24	24 Hour Firefighters Annual Leave
51	ANNFF	Regular Firefighter Annual Leave

ADJUSTMENTS:

Adjustments to the monthly accrual will be made for the following reasons:

1. If an employee is hired in the middle of the month, the leave accrual for the first month is prorated. The employee only receives leave for the number of days in the month they were employed. This adjustment is calculated by taking the full time accrual amount divided by the number of days in the month, multiplied by the number of days employed. This number then becomes the leave accrual for the employees first month of employment. The following months leave will be automatically calculated through the system.

2. Throughout an employee's career, leave is accrued each month based on their length of service. As employees reach anniversary dates that are significant to leave accrual, the system automatically provides them with the next accrual rate. However, this happens at the first of the month following their anniversary. Therefore, if the anniversary date for the new accrual rate falls between the 1st of the month and the 15th of the month (when the accrual for that month would have already occurred) an adjustment will be made to the accrual for that month. This adjustment is calculated by subtracting the old accrual rate from the new accrual rate. The difference is the amount of the leave adjustment that is added to the employee's hour's balance.

3. If throughout an employee's career, leave accruals need to be stopped for a period of time and then restarted (extended sick, sick leave donor, sick leave use in excess of 60 days), the leave accrual for the stop and restart month will be prorated. The employee only receives leave for the number of days in the month they were in active status in payroll. This adjustment is calculated by taking the full time accrual amount divided by the number of days in the month, multiplied by the number of days active. This number then becomes the leave accrual for the employees' stop/restart month.

4. If an employee transfers to a position that is scheduled for more hours per pay period, there is an adjustment made to their leave balances to reflect the higher required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for both annual and sick leave balance hours. (Example: Employee transfers from a 7 hour a day position to an 8 hour a day position. Their current hours balance for annual leave is 267.49 hours. Divide 267.49 by 7 = 38.212857 then multiply by 8 = 305.702856. 305.702856 hours is the new annual leave balance. **NOTE:** Holiday and Compensatory plans will be treated in a similar manner. See Human Resources Policies and Procedures Manual - Section 8.20.

5. If an employee transfers to a position that is scheduled for fewer hours per pay period, there is an adjustment made to their leave balances to reflect the lower required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for both annual and sick leave balance hours. (Example: Employee transfers from an 8 hour a day position to a 7 hour a day position. Their current hours balance for annual leave is 267.49 hours.

6. Divide 267.49 by 8 = 33.43625 then multiply by 7 = 234.05375. 234.05375 hours is the new annual leave balance. **NOTE:** Holiday and Comp plans will be treated in a similar manner. See Human Resources Policies and Procedures Manual - Section 8.20.

7. If an employee is terminated in the middle of the month, the leave accrual for the last month is prorated. The employee only receives leave for the number of days in the month they were employed. This adjustment is calculated by taking the full time accrual amount divided by the number of days in the month, multiplied by the number of days employed. This number then becomes the leave accrual for the employees last month of employment.

8. If an employee has an annual leave balance upon termination, those hours are paid out in their last paycheck and an adjustment is made to reduce their annual leave hour's balance to 0. If there is a balance in the sick leave, those hours are reduced to 0.

NOTE: All leave adjustments are completed on FCG Leave Adjustment Panel located in Administer Base Benefits.

Part Time Employee (FTE .5 - .99):

Part time employees receive a proportionate amount of annual and sick leave in relation to the work hours of a full-time employee. Leave for this group of employees is accrued each pay period based on the number of regular hours worked in that pay period. The accrual takes place at the end of each pay period and is reflected in every paycheck. Pay stubs detail the amount of leave carried over from the previous year, the total number of hours earned and taken in the calendar year and any adjustments made throughout the year. It also gives an ending balance.

Leave Accrual Amounts as Determined by the Board of County Commissioners:

Length of Employment	Accrual per Hour Worked
0-2 years	.037500
2-10 years	.062499
10 plus years	.087499

The Leave Benefit Plan in which the employee has been enrolled determines the allotment to be received. The accrued annual/sick leave balance is then available to be used by the employee throughout the year in accordance with the Frederick County Personnel Rules. Frederick County Government tracks the use and accrual of leave through the PeopleSoft Human Resources System.

Once an employee has been enrolled in the proper leave plan either at hire or when entering a benefited position, the system will automatically calculate the appropriate accrual rate. However, employees are manually moved from one accrual rate to the next once they reach their anniversary date. The accrual rates are housed in the Leave Plan Table and identified by the Benefit Plan.

Plan Type	Leave Benefit Plan	Description
50	SKPTA1	Part Time Sick Leave <2 years Service (35 Hour Department)
50	SKPTA2	Part Time Sick Leave 2-10 years Service (35 Hour Department)
50	SKPTA3	Part Time Sick Leave >10 years Service (35 Hour Department)
50	SKPTB1	Part Time Sick Leave <2 years Service (40 Hour Department)
50	SKPTB2	Part Time Sick Leave 2-10 years Service (40 Hour Department)
50	SKPTB3	Part Time Sick Leave >10 years Service (40 Hour Department)

Plan Type	Leave Benefit Plan	Description
51	ANPTA1	Part Time Annual Leave <2 years Service (35 Hour Department)
51	ANPTA2	Part Time Annual Leave 2-10 years Service (35 Hour Department)
51	ANTPA3	Part Time Annual Leave >10 Years Service (35 Hour Department)
51	ANPTB1	Part Time Annual Leave <2 years Service (40 Hour Department)
51	ANPTB2	Part Time Annual Leave 2-10 years Service (40 Hour Department)
51	ANPTB3	Part Time Annual Leave >10 years Service (40 Hour Department)

ADJUSTMENTS:

Adjustments to the pay period accrual will be made for the following reasons:

1. Employees will be manually moved to the correct Benefit Plan once they reach an anniversary date that is significant for leave accrual. Once the employee reaches the anniversary date at any time within the pay period, the Benefit Plan is changed prior to running the Leave Accrual Process for that pay period.

2. Leave accruals are granted through the last day the employee is paid. However, due to the fact that part time employees receive their leave accrual after payroll has already been confirmed, their last leave accrual must be manually calculated and added to their hours balance prior to pay confirmation. This is accomplished by multiplying the work hours for that pay period by the accrual rate in the Benefit Plan on the Leave Plan Table. This figure is then added as the leave accrual for their last pay period worked.

3. If an employee has an annual leave balance upon termination, those hours are paid out in their last paycheck and an adjustment is made to reduce their annual leave hour's balance to 0. If there is a balance in the sick leave, those hours are reduced to 0.

NOTE: Personal Leave - Benefit Plan 52 is addressed in the Fronted Holiday Leave Policy

SUMMER LEAVE OF ABSENCE

(8.19)

Date: 3/21/05
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to set forth procedures for summer leave of absence.

ELIGIBILITY:

Employees are eligible to summer leave of absence if they are in a regular 10/11 month position (Head Start, FCDC, School Health).

PROCESS:

1. Payroll will send departments a list of all employees with instructions on notifying Payroll and HR of the status of 10/11-month employees.
    a. Departments will send Payroll and Benefits a list of employees going on a leave of absence, with the beginning dates and ending dates of leave.

2. Payroll will place employees on leave in PeopleSoft system and leave plans will be inactivated.
    a. While employees are on a leave of absence, they will not be allowed to use any other type of paid leave (annual, sick, holiday, etc.)
        i. Employees may use leave in the pay period in which the leave of absence begins.
        ii. Employees may also use leave (annual, holiday, comp time only) in the pay period in which the leave of absence ends (subject to supervisor approval).
    b. If employees return to work during the summer, a PA (personnel action) form must immediately be sent to Payroll (School Health will send spreadsheet). Payroll will create a 2nd record for employees, which is non-benefited. (Record 0 is first record, with benefits; record 1 is 2nd record, without benefits).
        i. Departments must enter time on time screen in 2nd record (record 1, not record 0), using the reallocate screen.
    c. If employees return to leave of absence, a PA must be sent to Payroll immediately.
    d. Timely payment of wages to employees is contingent on accurate data.

3. Any changes to beginning and ending dates of leave must be communicated in writing or by email to Payroll and Benefits.

4. Health and Dental Deductions
    a. If employees begin leave during 1st pay period in June, health/dental premiums will be deducted for that pay period and any remaining pay periods in June.
    b. When employees return in August, double deductions will begin with the first full pay period.
        i. Deductions will be doubled each pay period until missed deductions are recovered. (ex: employee missed 3 pay periods, premiums will be double deducted for 3 pay periods).
    c. If an employee does not return from leave of absence, HR will remove employee from health/dental plan as soon as possible.
        i. Employee and employer's share of missed premiums will be charged to the Department. HR will notify the Department.
        ii. HR will send a letter to terminated employee with amount owed for coverage while on a leave of absence.
            a. If employee reimburses the County for his/her share, that amount will be credited to the Department's budget.

5. Retirement
    a. Employees do not earn credit for retirement while on leave of absence. Therefore, all hours paid while on leave must be reported on Record 1 or 2.

HOURS CHANGE

(8.20)

Date: 1/1/07

PURPOSE AND POLICY:
The purpose of this policy is to describe the impact on all leave when an employee changes work hours due to transfers, shift changes, promotions, etc. (i.e. 35 to 40, 40 to 48, etc)

HOURS INCREASE:
(i.e. 35 hours to 40 hours, 35 hours to 48 hours, 40 hours to 48 hours, part-time 35 hours to part-time 40 hours)

Annual, Sick, Holiday and Compensatory Hours
If an employee transfers to a position that is scheduled for more hours per pay period, there is an adjustment made to their annual and sick leave balances to reflect the higher required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for annual, sick, holiday and compensatory leave balance hours. (Example: Employee transfers from a 7 hour a day position to an 8 hour a day position. Their current hours balance for annual leave is 267.49 hours. Divide 267.49 by 7 = 38.212857 then multiply by 8 = 305.702856. 305.702856 hours is the new annual leave balance.)

Not all employees will have a holiday and/or compensatory hours balance

HOURS DECREASE:
(i.e. 40 hours to 35 hours, 48 hours to 40 hours, 48 hours to 35 hours, part-time 40 hours to part-time 35 hours)

If an employee transfers to a position that is scheduled for fewer hours per pay period, there is an adjustment made to their leave balances (annual, sick, holiday and compensatory) to reflect the lower required hours. This adjustment is accomplished by dividing the hours balance by the regular work schedule day then multiplying that figure by the new regular work schedule day. This figure is the new hours balance. This calculation should be done for annual, sick, holiday and compensatory leave balance hours, if applicable. (Example: Employee transfers from an 8 hour a day position to a 7 hour a day position. Their current hours balance for annual leave is 267.49 hours. Divide 267.49 by 8 = 33.43625 then multiply by 7 = 234.05375. 234.05375 hours is the new annual leave balance.)

NOTE: Not all employees will have holiday or compensatory hours balance.
In the event that a part-time employee moves from a percentage of 35 hours to a percentage of 40 hours or percentage, leave balances will also be adjusted.

PAY FOR PERFORMANCE*
(EXEMPT & NONEXEMPT)

(9.1)

Date: 7/1/02
12/22/03
1/1/07

POLICY:

The purpose of this policy is to describe the Pay for Performance process for exempt employees.

I. GENERAL:

The purpose of the performance appraisal plan is to measure and reward performance based on agreed-upon job related performance criteria. This will enable Frederick County to:

- Encourage excellence in each employee's performance by helping to identify strengths that may be built upon and weaknesses that may be corrected.
- Support the human resource planning efforts of the County by providing a more accurate method for identifying and developing promotable individuals.
- Provide bonuses based on individual performance.

The performance appraisal plan has certain key features, including:

- Performance factors, objectives and goals
- Advanced determination of goals
- Ability to customize goals and objectives to match positions
- Five performance levels
- Employee input
- Performance reviews

- Selection of factors from a large menu
- Managerial training
- Appeal process

The performance appraisal system will be tied to the budget year so that performance goals can be linked to department and County goals.

II. PERFORMANCE FACTORS AND GOALS:

A performance factor is an activity or responsibility of an employee of sufficient importance to be identified and defined. All positions will have certain common performance factors linked to functions such as quality of work, communication skills, etc. and should have at least two major activities that are unique to that position.

Specific performance factors should be derived at the beginning of the evaluation period from discussions between the employee being evaluated and his/her immediate supervisor (the rater). Factors can be weighted, the maximum weight on any factor is thirty (30) points and the minimum is ten (10) points. The weighting increment for all factors is 10 points. Therefore, the minimum number of factors that must be rated is five with a maximum of ten. For exempt employees, two customized factors must be determined at the beginning of the evaluation period. The remaining factors can be selected from the menu provided.

Minimum Number of Factors	5
Maximum Number of Factors	10
Minimum weight on any factor:	10 points
Maximum weight on any factor:	30 points
Weighting increments	10 points

In selecting the specific performance factors the following should be considered:

- **The contribution it makes to the County or individual County Department or Division.**
- **Its impact or positive result when it is performed properly.**
- **The loss or damage that can ensue if it is not performed properly.**
- **The amount of time devoted to it.**

After the performance factors of the position have been identified, goals should be selected that can be used to measure the individuals performance according to each factor. Performance goals should be objective, meaningful, realistic and measurable or observable. The goals should be based on both individual and department performance, taking into account:

- **Improvement in work quality and/or quantity.**

- **Control of costs, improved productivity, and improved efficiency.**
- **Timeliness of performance.**
- **Other indications of effectiveness and performance quality of the employee.**

III. ADVANCED DETERMINATION OF GOALS:

Specific performance factors and goals must be determined in advance of the appraisal period jointly by the employee and their respective supervisor. *For positions with a large number of employees with very similar job duties (i.e. laborers, geriatric nursing assistants), the Supervisor may determine the factors and goals to be rated for all employees.* It is suggested that specific performance factors and goals be established through the following process:

- **Employees develop and propose their own performance factors and goals.**

- **Supervisors review the employee's proposed performance factors and goals for completeness of job coverage, conformity with Countywide goals and objectives, and other features; and note areas of agreement or disagreement.**

- **The supervisor and employee then meet to reach an agreement on final performance factors and goals. However, the supervisor has the final responsibility for setting the final performance factors and goals.**

IV. PERFORMANCE LEVELS:

The five (5) performance levels and their definitions are as follows:

(5)-Significantly and consistently exceeds all standards/expectations: consistently exceeds the highest established standards/expectations.

(4)-Exceeds standards/expectations: exceeds normal standards/expectations.

(3)-Meets standards/expectations: consistently meets the basic requirements for the position.

(2)-Fails to meet standards/expectations: does not meet all standards/expectations, but indicates potential to function effectively in the position.

(1)-Unsatisfactory: consistently falls below standards/expectations, and appears unable to function effectively in the position.

An individual must achieve a final average rating of "2.5" or greater to be considered "fully satisfactory." Evaluations that have a final average rating of "2.49" or below, must be reviewed and approved by the Director of Human Resources prior to the performance review session with the employee. Employees that receive a final average rating between "1.5 and 2.49" will be

placed on a conditional employment status based upon the criteria specified in the performance evaluation and have his/her employment status re-evaluated every ninety (90) days to verify progress and compliance toward the specific criteria and goals. Employees that receive a final average rating lower than "1.49" will be separated from employment.

V. PERFORMANCE REVIEWS:

Three (3) performance/review/counseling sessions must be conducted during the evaluation year period. The **first session** - the performance goal setting review will be conducted at the very beginning of the evaluation period. At this counseling session, the incumbent and rater will agree on (5 to 10) performance factors and goals from both the pre-determined menu and customized factors. The supervisor has final say on the goals and factors to be rated. For exempt employees, the final list of factors must include two (2) customized factors.

The **second session** - the interim performance review will be conducted at least once during the year (more often, if deemed necessary) to discuss performance and note any changes in conditions or assumptions affecting goals. Ratings are not required during the interim evaluation.

The **third session** - the final performance review will be held at the end of the performance appraisal period or at any time during the year if an employee or his/her supervisor is reassigned or leaves the organization. Assuming that the first two performance review sessions have been done, the final performance review meeting should consist of the following steps:

1. Review previously agreed upon performance factors and goals.
2. Review accumulated performance data for each criteria (this data may include letters of commendation, employee warning reports, attendance records, etc.)
3. Compare actual performance data with goals.
4. Discuss the performance rating on each performance factor.
5. Discuss the final average rating.

VI. REVIEW:

The performance evaluation form must be signed at all three review stages by the employee (incumbent), the rater, (immediate supervisor) and the reviewer (normally the department head or division director).

The Director of Human Resources or designee must review any evaluation that has a **final average rating** of 4.5 or above and below 2.5, for all positions below the Division Director level. ***This review must take place before the evaluation is given to the employee.***

The Director of Human Resources and/or County Manager may request a meeting with the rater and reviewer to discuss exceptionally high or low performance ratings.

VII. APPEALS:

If the evaluation process, as outlined, is followed and the proper coaching and counseling is done throughout the evaluation period, there should not be any unexpected surprises during the final review session.

However, should the employee feel that he/she has not been rated properly, the employee may file a written appeal requesting a hearing to the Division Director or appropriate administrator within five (5) working days of the final review session. This detailed appeal must explain why the review was inaccurate and have documentation attached to support the appeal.

Upon receipt of the request for a hearing, the Division Director or appropriate administrator shall set a date, time and place for such a hearing not less than five (5) nor more than ten (10) working days after receipt of the request, unless otherwise mutually agreed upon by both parties, and shall notify the employee thereof. After the hearing, the Division Director or appropriate administrator will advise the employee of the decision in writing within five (5) working days.

If the employee still is unsatisfied, the employee may file a written appeal to the Director of Human Resources. The written appeal must be filed within five (5) working days of receipt of the decision of the Division Director's decision and must be submitted on the Performance Evaluation Appeals Form with documentation of the reasons for the appeal. The Director of Human Resources along with one Division Director will review the written appeal. This Division Director will be chosen by the employee from a list of five (5) Division Directors that will be selected by the Director of Human Resources and who will serve on this appeals committee for a one (1) year period. If the Division Director who held the initial hearing is on the appeals committee, the employee cannot select this Division Director.

The Director of Human Resources and the selected Division Director will review the written appeal and documentation and will render a written decision within fifteen (15) working days of receipt of the appeal. The decision of this committee will be final.

VIII. TRAINING:

All Supervisors and Managers will be trained in the evaluation process. This training will include, but will not be limited to:

- Establishing position-specific performance factors and goals.
- Coaching and Counseling.
- Controls ensuring rating consistency.
- Documenting performance issues.
- Communicating appraisal results.

IX. EVALUATION FORMS AND SCHEDULE:

The Performance Evaluation Form must be used for all regular employees. The form contains a menu of eighteen (18) pre-determined performance factors and additional blank spaces provided to customize the evaluation to a specific classification and/or individual. For exempt employees, two customized factors must be developed.

In any event, at the end of the initial planning session, the incumbent and rater will have a total of between five (5) and ten (10) performance factors, depending on the weighting of the factors, in which the employee will be evaluated. The initial planning session should be completed no later than **September 30**.

The second formal evaluation review session (the interim review) will be conducted at least once during the year (more often, if deemed necessary) to discuss performance and note any changes in conditions or assumptions affecting goals. This review should be conducted midway through the fiscal year. Once this review occurs, the appropriate area should be signed and dated. If the rating is below "2.5," the Director of Human Resources must review the evaluation before review with the employee.

The final performance review will be held at the end of the performance appraisal period or at any time during the year if an employee or his/her supervisor is reassigned or leaves the organization. The final performance review is due to Human Resources by **August 1**. If an employee or supervisor leaves the organization or is reassigned within the organization throughout the year, a final review session must occur at that time.

Prior to the final review session, the rater should determine the performance rating for each performance factor. If the rating is "4.5" and above or below "2.5", the evaluation ***must be reviewed and signed by the Human Resources Director before review with the employee. These evaluations are due by July 10.*** During the final session, the rater and employee should review previously agreed upon performance factors and goals; discuss accumulated performance data for each criterion; and compare actual performance with goals. In addition, the ratings for each performance factor should be discussed. ***The performance rating in each category must be a whole number only (no fractions or decimal points).***

Raters are encouraged to note comments concerning each factor in the appropriate block. Additional comments may be noted on the back of the form.

The rater should add all performance ratings and record the total in the appropriate space. This total must then be divided by 100 and the average final rating recorded where appropriate ***(Please note that this will be the only rating containing a fraction or decimal point.)***

X. BONUS AMOUNTS

Based on the Pay for Performance System and the decision of the Board of County Commissioners to fund Pay for Performance, regular employees who worked at least six (6) months in the fiscal year and who are still employed on the last day of the final pay period in the fiscal year may be eligible to receive the following:

Final Performance Range	Bonus Amount	Final Performance Range	Bonus Amount
3.5 – 3.59	$500	4.3 – 4.39	$900
3.6 – 3.69	$550	4.4 – 4.49	$950
3.7 – 3.79	$600	4.5 – 4.59	$1,000
3.8 – 3.89	$650	4.6 – 4.69	$1,050
3.9 – 3.99	$700	4.7 – 4.79	$1,100
4.0 – 4.09	$750	4.8 – 4.89	$1,150
4.1 – 4.19	$800	4.9 – 5.0	$1,200
4.2 – 4.29	$850		

1. Overall rating of "3" (2.5 – 3.49) (meets standards/expectations) - 100% of regular increase
2. Overall rating of "2" (1.5 – 2.49) (fails to meet standards/expectations) - 50% of regular increase
3. Overall rating of "1" (1 – 1.49) (unsatisfactory) - no increase

XI. BONUS ELIGIBILITY

Based on the Pay for Performance System and the decision of the Board of County Commissioners to fund Pay for Performance, regular employees who worked at least six (6) months in the fiscal year and who are employed on the last day of the final pay period in the fiscal year may be eligible to receive a bonus.

An employee who has a leave of absence of any type except Military and Workers' Compensation for more than ninety (90) calendar days in any fiscal would not be eligible to receive a bonus.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office.

TYPES OF SEPARATION

(10.1)

Date: 9/12/88
12/22/03
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to define the types of separation of County employees and the procedures to be taken.

DEFINITIONS:

SEPARATION: is the termination of an employee from employment by the County through resignation, dismissal, retirement, or layoff.

EFFECTIVE DATE OF SEPARATION: is the last day on which an employee actually works

GENERAL GUIDELINES:

NOTE: Division of Human Resources. When managers and supervisors terminate an employee from County service, managers and supervisors are strongly encouraged to contact Human Resources prior to the termination for termination information and guidance.

Agencies and departments are encouraged to establish guidelines for their managers and supervisors to use when conducting exit interviews with employees who are terminating their employment with County government. A sample exit interview form is provided in Section 12 – Index & Appendix. Information gained from employee exit interviews may be useful to management in assessing the reasons for staff turnover, and may also be used to provide recommendations for improvements in the agency/department. Agency/department guidelines should be shared with the Division of Human Resources, so that we may know what information is being gathered and how it is being utilized.

TERMINATION DATE: (9-12-88)

When an employee resigns from Frederick County, the termination date will be the last day the employee actually worked. Any unused annual, holiday and compensatory leave will be paid in a lump sum on his/her final paycheck.

In other words, an employee who is retiring or resigning is not allowed to remain on the payroll following the last day of work in order to "run out" his/her annual leave, compensatory time, or accrued holiday leave.

TYPES OF SEPARATION:

Retirement:
Any employee who is eligible may retire in accordance with the procedure established by the retirement/pension plan in which the employee participates. It is expected that employees will notify their Supervisor as far in advance as possible of the actual date of retirement.

Employees should contact the Division of Human Resources at 301-600-1070 for individual retirement counseling and specific details or requirements.

Resignation:

To resign in good standing an employee should give his/her Division Director at least fourteen (14) calendar days prior written notice. Normally, failure to comply with this rule shall be entered on the service record of the employee, shall result in a denial of re-employment rights, and shall result in a reduction of accumulated annual leave by one day for each calendar day less than the required fourteen days notice.

An employee who fails to report to work for three consecutive work days without authorized leave shall be separated from the payroll and reported as "quit." An employee who quits under these conditions may be ineligible for re-employment.

A Division Director, with the approval of the Director of Human Resources, may exempt from any or all of these penalties an employee who has given less than the required notice, if in his/her judgment exceptional circumstances warrant such exemptions.

Dismissal:

All dismissals are made by the appropriate Division Director or designee through the Director of Human Resources. It is strongly recommended that Supervisors or Division Directors contact the Division of Human Resources prior to dismissing an employee. (12/22/03) The Division of Human Resources will review all documentation with the department and make recommendations. All dismissals should be in writing. The content of the letters should be discussed with the Division of Human Resources.

No dismissal of a regular employee shall take effect until a Supervisor gives to such employee a written statement setting forth the reasons therefore and his/her appeal rights and the employee is given an opportunity to respond to the reasons given for the dismissal. (12/22/03) An employee who has been dismissed shall be paid for his/her accumulated annual leave, and may be denied re-employment rights.

Disability Retirement (See Section 10.5)

BENEFITS:

Accrued leave balances are paid at the time of termination from County service as follows:

Annual leave that is accrued and unused is paid at the hourly rate then in effect. The leave will be paid on the employee's last paycheck if the employee has resigned in good standing and has given proper notice. (See Chapter VII – Personnel Rules)

Compensatory leave and accrued holiday leave are paid on the employee's last paycheck.

If the employee has been employed long enough to become vested in the Frederick County Employee's Retirement Plan or is retiring from County service, information concerning the options available will be sent to the employee. Employees can call the Division of Human Resources for more information.

Sick leave is **not** paid. If the employee is retiring from County service, any unused accrued sick leave will be counted toward retirement service (i.e. 22 days sick leave = 1 month of service) up to a maximum of 2 years of credit. If the employee is resigning from County service, no compensation is made for unused accrued sick leave.

Educational reimbursement must be repaid to the County if the employee received reimbursement for a course within their last year of employment. Ordinarily, this amount will be a lump-sum deduction from the last paycheck. To make other arrangements for repayment to the County, contact the Division of Human Resources 301-600-1070.

FINAL PAY

(10.2)

Date: 6/3/02
1/1/07

PURPOSE AND POLICY STATEMENT:

The purpose of this policy is to provide information regarding the final pay upon separation of employment from Frederick County Government.

VOLUNTARY TERMINATION PROCEDURES:

When an employee submits their resignation or is terminated, the Supervisor should notify the Division of Human Resources immediately via email. At this time, Payroll/Human Resources will inactivate the employee's direct deposit. The final paycheck the employee receives will be "hard/live." All accrued and unused annual leave, accrued holiday and compensatory leave will be paid as a lump sum in the final paycheck if the employee resigns in good standing.

Supervisors must promptly complete a termination personnel action form to Human Resources removing the employee from payroll. The resignation letter must be attached to the personnel action form. The Division of Human Resources cannot terminate any employee until a completed personnel action form is received. A delay in receiving a personnel action form will cause a delay in the employee receiving any leave payouts.

The employee's immediate supervisor is required to complete the County Property and System Access checklist (Section 12), the Telephone Requirements form and a Personnel Action Form. Send the three forms to Payroll to ensure the systems checklist is routed to the appropriate IIT and Finance staff for system access termination. The final paycheck will be held in Payroll until the checklists are received by Payroll. If there are unsettled matters regarding return of County property or funds, disbursement of the final pay may be delayed until these issues are resolved as long as a signed agreement from the employee is on file.

INVOLUNTARY TERMINATION:

In the event of an involuntary employee termination, the same notification process is to be followed. **Note: IIT must be notified immediately in order to disable all system access.** (Contact 301-600-1032 or 301-600-1004). Confirmation of system access will be sent via email to the Department Head.

TERMINATION DATE:

The effective date of separation of any employee is the last day actually worked.

POST RETIREMENT HEALTH BENFITS

(10.3)

Date: 5/4/99
1/20/93
3/21/05
6/24/05
1/1/07

PURPOSE:

The purpose of this policy is to describe the post-retirement health benefits available to employees who retire from County government. Retirees of Frederick County Government may be entitled to continue health insurance coverage at the same benefit level as active employees. This insurance payment is deducted from the monthly retirement or pension check. Retirees will be notified of the amount to be deducted prior to retirement.

EMPLOYEES HIRED BEFORE JULY 1, 1992:

When an employee retires, coverage may be continued for the employee and for those dependents already on the health plan at the time of retirement, at the same rate as an active employee. This applies to those employees hired before July 1, 1992.

EMPLOYEES HIRED AFTER JULY 1, 1992:

For those employees hired on or after July 1, 1992, coverage may be continued for the employee and for those dependents already on the health plan at the time of retirement, at the rate of 50% of the premium, if the following conditions are met:

1. The employee must have worked for the County for a minimum of 10 years, excluding credit for non-earned service (e.g., military service, transferred service, or purchased service, etc.) If the employee has previously worked for the County and returns to County employment, this previous service will not be credited toward the 10-year minimum service requirement. However, if the employee is reinstated to the same or similar position within one year of resignation, as defined in the Frederick County Personnel Rules, the adjusted employment date will be used to determine the years of service for eligibility.
2. Retirees will only be allowed to enroll in the County designated HMO Plan. However, if a retiree resides or moves outside the HMO area, then a Point of Service Plan would be available.

GUIDELINES:

- If a dependent is dropped after retirement, he/she can be re-enrolled at a later time with evidence of insurability, if the dependent is still eligible and was covered at the time of retirement.

- New dependents or spouses cannot be added at the time of retirement or after retirement.
- If a retiree dies, the current covered spouse and/or dependents cannot add a new spouse or dependent to plan, but can continue coverage for themselves.
- Retirees are allowed to switch to another health plan only during the open enrollment period. For those employees hired after 7/1/92, please refer to above.
- If a retiree chooses to drop the County's insurance plan, at time of retirement or later, (e.g. other health insurance is available at a lower cost), he/she will have the option of re-enrolling during the County's open enrollment period. However, if extenuating circumstances exist (e.g. other health coverage is discontinued by insurance company), the retiree may re-enroll outside the open enrollment period.

NOTE: THIS POLICY APPLIES ONLY TO THOSE EMPLOYEES WHO ARE COVERED UNDER ONE OF THE COUNTY'S HEALTH/DENTAL INSURANCE PLANS AT THE TIME OF RETIREMENT.

CONTINUING HEALTH INSURANCE TO SPOUSES/DEPENDENTS OF DECEASED EMPLOYEES: (3/21/05)

In the event of the death of a regular employee, health coverage under the County health plan(s) may be continually provided to the employee's spouse and/or covered dependents at the employee rate under the following conditions:

1. The employee must be eligible to retire under the rules, regulations, and conditions of the pension plan of which he/she is a member.

   Or

   The employee's death was the result of a line-of-duty (on the job) accident or cause.
2. The spouse or dependent(s) must be covered under the employee's health plan at the time of death.
3. The spouse cannot add a new spouse (in the case of remarriage) or a new dependent (unless the spouse is pregnant at the time of employee's death) to the plan at any time.
4. Dependent child(ren) will continue to be treated as dependent child(ren) in accordance with the terms of the health insurance contract.
5. The surviving spouse or dependent(s) will be responsible for following the required payment schedule provided by the County. If payments are not received according to the schedule, coverage will cease.

ELIGIBILITY OF HEALTH INSURANCE IF RETIREE RETURNS TO WORK FOR THE COUNTY, THEN RETIRES FOR THE SECOND TIME: (6/24/05)

1. Retiree had health insurance at first retirement
   a. Would continue health coverage at same rate when employee retires the second time

2. Retiree did not have health insurance at first retirement, but enrolled in plan while an active employee during second employment, and wants to continue coverage during second retirement
    a. Employee must be eligible to continue health insurance after retirement, according to Policy for Retirees on County Health Plans (see attached policy, 1-B).
    b. Original date of hire will be adjusted to determine what rate retiree will pay at second retirement (15% if adjusted hire date is before 7/1/92, 50% if it is after 7/1/92).

EXAMPLES:

1) Employee hired before 7/1/92; adjusted hire date before 7/1/92, employee continues insurance after 2nd retirement at 15% of premium:

1.	original hire date:	7/1/1985
2.	first retirement date:	7/1/1995
3.	returned to work	7/1/2000
4.	second retirement date:	7/1/2004
5.	adjusted hire date:	7/1/1990
6.	health insurance rate:	15%

2) Employee hired before 7/1/92; adjusted hire date after 7/1/92; not here 10 years during second employment; not eligible to continue health after retirement

1.	original hire date:	7/1/1990
2.	first retirement date:	7/1/1998
3.	returned to work	7/1/2002
4.	second retirement date:	7/1/2005
5.	adjusted hire date:	7/1/1994
6.	health insurance rate:	50% (if had been eligible)

3) Employee hired before 7/1/92; adjusted hire date after 7/1/92, worked here 10 years during second employment; eligible to continue health at 50%

1.	original hire date:	7/1/1991
2.	first retirement date:	7/1/1998
3.	returned to work	7/1/2002
4.	second retirement date:	7/1/2012
5.	adjusted hire date:	7/1/1995
6.	health insurance rate:	50%

SEVERANCE PAY

(10.4)

Date: 02/07/89
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to establish a policy for severance pay. Severance pay varies depending on the type of employee and years of employment.

ABOLISHMENT OF DIVSIONS OR SECTIONS OF DIVISIONS OR POSITIONS:

When a Division (Agency, Board or Commission), a section of Division or a position or positions are abolished as no longer serving the best interest of the County, every effort shall be made to provide the affected classified employees of that Division, section of a Division, position or positions, other job opportunities within their qualifications and skills. This does not guarantee the affected employee's position in the same class and rate of pay previously held.

A. If another job opportunity is unavailable for employees falling under this condition, or if the employee does not wish to accept another offered position, the employee is to be terminated upon the date the change is to be effected.

B. Severance pay shall be extended to employees terminated under the foregoing paragraph who are not offered another job opportunity on the following basis: 0 to 1 year of service: six and one-half (6 ½) days of pay; 2 to 10 years of service: thirteen (13) days of pay; 10 years and more of service: nineteen and one-half (19 ½) days of pay.

A SEPARATE SEVERANCE POLICY EXISTS FOR DIRECTORS WHO SERVE AT THE PLEASURE OF THE BOARD OF COUNTY COMMISSIONERS.

DISABILITY RETIREMENT

(10.5)

Date: 02/04/86
1/1/07

PURPOSE AND POLICY:

The purpose of this policy is to explain disability retirement.

TWO TYPES OF DISABILITY RETIREMENT:

ORDINARY (OFF THE JOB): When a regular employee is unable to work due to illness and/or injury off the job, after using all his/her leave, the employee is eligible for sick leave donor and extended sick leave benefits. The Supervisor should advise the employee to contact the Division of Human Resources ninety (90) days prior to the end of the extended sick leave benefit to be counseled and given his/her alternatives.

It is imperative that employees receive all information concerning the benefits entitled to them even if it is apparent the employee will be able to return to work. The employee should be referred to the Division of Human Resources.

JOB RELATED: Eligible employees can receive line of duty (job related) disability.

ETHICS UPON TERMINATION

(10.6)

Date: 3/13/91

PURPOSE AND POLICY:

At the time of separation, the following should be reviewed with the employee. A copy of the following should also be given to the employee.

The Frederick County Ethics Ordinance, Section 1-7.1-4(g) provides as follows:

All Frederick County officials and employees shall not, within one year following termination of Frederick County service, act as compensated representatives of another in dealing with the County in connection with any specific matter in which they participated substantially as a County official or employee.

This means that all Frederick County Government employees who leave this employment are covered by this law for a period of one (1) year from their separation date. If the employee worked on a particular project, then they cannot contact any County employee or any County official about any aspect of that project as part of their new employment or new business. This includes telephone calls, chance meetings on the street, etc. This law is directed at the former employee, not at the Frederick County employee or officials.

There is a criminal penalty of up to $1,000 fine and/or 6 months imprisonment for any violation of this section.

Any questions whatsoever concerning this law, please feel free to contact the County Attorney's Office either now or later on.

REINSTATEMENT

(10.7)

Date: 2/2/81

PURPOSE:

The purpose of this policy is to explain reinstatement of employment.

DEFINTION:

REINSTATEMENT: Any former employee who has resigned in good standing may be reinstated, if a vacancy exists, to the same or similar position with the same Division from which he/she resigned within one year of the date of resignation. The employee may be reinstated at the same salary in the pay schedule, which he/she had received but cannot be reinstated at a higher salary. An employee reinstated under this section is eligible for all benefits accorded with his/her adjusted day of employment. An employee who is reinstated to regular employment under this section will have his/her original date adjusted for the purpose of annual leave and sick leave computations.

POLICY:

An employee's most recent employment date will be adjusted for employee reinstatement within one (1) year. The adjustment of this date affects the annual and sick leave computation only.

REINSTATEMENT OF BENEFITS:

SICK LEAVE: (87/38)

If an employee terminates employment and makes a request for reinstatement within thirty (30) days from the termination date and actually returns to his/her previous position within forty-five (45) days from termination, the sick leave balance at the time of termination will be reinstated.

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION PLAN

(11.1)

Date: 10/6/87

POLICY:

To further its goal of Equal Opportunity in employment for all employees and prospective employees, and in the provision of all services, without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap (unrelated in nature and extent so as to reasonably preclude the ability to receive benefits from services or perform a job), (hereinafter referred to as protected groups)[1] the Board of County Commissioners of Frederick County, Maryland (hereinafter referred to as the "County") states as its policy the following concerning these subjects under its jurisdiction:

A. No person shall be discriminated against on the basis of race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap in accordance with applicable local, State, and Federal law.
B. It will be the policy of the County to recruit, hire, train, evaluate, and promote persons in all job titles without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap, except where any of these characteristics are a bona fide occupational qualification.
C. The principle of Equal Employment Opportunity will always be an underlying basis for employment decisions.
D. All personnel actions and employment services including, but not limited to, compensation, benefits, transfers, performance evaluations, layoffs, return from layoff, training programs, tuition assistance, and social and recreational programs will be made available to, provided, and administered without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap.
E. All services will be publicized, made available to, and provided without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap.

The Board of County Commissioners has the ultimate responsibility for achievement of Equal Employment Opportunity in the County. The Director of Human Resources will manage the Plan. The Division Directors/Department Heads and Agency Directors shall implement the Plan and will be responsible to insure that all services

[1] Hereinafter used to designate and define those groups who are protected under applicable law from discrimination due to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap.

are provided and that all employees and prospective employees are treated in a non-discriminatory manner in accordance with the Plan.

A quarterly reporting and monitoring system will be established to insure the success of the Plan.

The cooperation and support of all employees and County officials is required to assure Equal Employment Opportunity in all County facilities and assuring the non-discriminatory provision of services.

A complete text of the AA plan may be obtained from the Division of Human Resources.

DRUG FREE WORKPLACE

(11.2)

Date: 8/18/89

POLICY:

Frederick County Government is committed to provide a drug-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988. We are establishing a Drug-Free Awareness program to inform employees about the dangers of drug abuse in the workplace. All employees are expected and required to report to work in appropriate mental and physical condition.

The County recognizes the use of mind-altering drugs as a significant health, safety and security issue, and dependence upon such drugs as an illness for which treatment is available. Any employee who needs help for a drug related problem may be referred to an appropriate program for assistance. Employees may obtain information regarding available referrals by contacting their Supervisors or the Division of Human Resources.

The unlawful manufacture, distribution, or dispensation of a controlled substance is absolutely prohibited and will result in dismissal. The unlawful possession or use of a controlled substance is also prohibited, and will result in disciplinary action, up to and including termination. This policy applies whether the offense is on or off County property, or whether working or not working.

Employees must, as a condition of employment, abide by the terms of the above policy and report to their Supervisor any conviction under a criminal drug statute within five (5) days after the conviction.

If you should have any questions or require additional information regarding this policy, please contact the Director of Human Resources.

DRUG FREE WORKPLACE POLICY:

A Drug Free Awareness Program has been established to inform employees about the dangers of drug abuse in the workplace. All employees are expected and required to report to work in appropriate mental and physical condition. The unlawful manufacture, distribution, or dispensation of a controlled substance is absolutely prohibited and will result in dismissal. The unlawful possession or use of a controlled substance is also prohibited, and will result in disciplinary action, up to and including termination. This policy applies whether the offense is on or off County property, or whether working or not working. Employees must, as a condition of employment, abide by the terms of the above policy and report to their Supervisor any conviction under a criminal drug statute within five (5) days after the conviction.

SMOKING POLICY

(11.3)

Date: 4/1/92

POLICY:

The Frederick County Smoking Policy prohibits the smoking of tobacco products at any time in all Frederick County Government facilities. This includes all common areas, private offices, lunchrooms, restrooms, meeting rooms and lobbies. This policy applies to employees, visitors, patients, contractors and all other persons who enter into or work in County facilities.

If an employee is found smoking in a Frederick County facility, he/she will be subject to disciplinary action in accordance with the Frederick County Personnel Rules.

SEXUAL HARASSMENT

(11.4)

Date: 2/25/03

Frederick County Government is committed to creating a workplace free from sexual harassment of any form. It is a violation of this policy for any County employee, supervisor, department head, division director or appointed/elected official to harass an employee through conduct or communications of a sexual nature as defined below.

I. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, physical conduct, or material of a sexual nature by County employees, supervisors, department heads, division directors or appointed/elected officials, when:

- submission to such conduct is either explicitly or implicitly a term or condition of employment.
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- such conduct or material that has the purpose or effect of substantially interfering with the individual's employment performance or creates an intimidating, hostile or offensive employment environment.

II. Terms

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
    - Unwelcome, unwanted, unsolicited propositions
    - Demands for sexual advances and explicit sexual proposals
- Repeated communications to a person, with sexual or demeaning implications
    - Obscene or suggestive remarks, gestures, or jokes of a sexual nature, or about gender specific traits
- Unwelcome touching
    - Unwelcome and intentional physical behavior such as kissing, hugging, pinching, or brushing up against another individual
- Sending or displaying sexually explicit or suggestive material
    - Displaying or circulating photographs or other materials and objects that are sexually explicit or suggestive
    - Sending or viewing jokes, pictures, or other information by email or the Internet that is sexually explicit or suggestive

III. Procedures

A. Reporting Sexual Harassment

Complaints are to be reported immediately to any of the following at the employee's option: supervisor, department head, division director, or any member of the Human Resource staff.

In the event the complaint involves a division director or appointed or elected official, the complaint may be made directly to the Human Resource Director, Assistant Human Resource Director, or the County Manager.

B. Investigating Complaints

All complaints will be investigated in an objective, confidential, and timely manner.

IV. Corrective Action

If an investigation confirms that harassment has occurred, the County will promptly take corrective action. Disciplinary action up to and including discharge may be imposed.

V. Confidentiality and Retaliation

The confidentiality rights of both the complainant and the accused will be respected consistent with the County's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Retaliation of any kind against anyone who is involved in the investigation of or in the making an allegation of sexual harassment is prohibited and may result in disciplinary action against the retaliator.

VI. False or Malicious Reports

Disciplinary action also may be imposed if the County determines that a false or malicious complaint was made under this policy.

ETHICS

(11.5)

Date: 3/13/91
1/1/07

PURPOSE AND POLICY:
There is an Ethics Ordinance in Frederick County, contained in Chapter 1-7.1 of the Frederick County Code, which covers all County employees and officials.

The Ordinance prohibits County employees and officials from engaging in acts that would amount to a conflict of interest under the Ordinance. The conflict of interest provisions preclude employees and officials from the following: (1) acting on behalf of the County in any matter that would, to their knowledge, have a direct financial impact, as distinguished from the public generally, on their spouse, parent, parent-in-law, child, brother, sister, or a business entity with which any of the aforesaid are affiliated, (2) holding or acquiring an interest in a business that has or is negotiating a contract of $1,000 or more with the county or is regulated by their agency, (3) being employed by a business entity that has or is negotiating a contract of more than $1,000 with the County or is regulated by their agency, (4) holding any outside employment that would impair their impartiality or independence of judgment, (5) representing any party, for a contingent fee, before any County body, (6) soliciting or accepting any gifts from any person who has or is negotiating a contract with the County or is regulated by their agency, with certain exceptions, and (7) intentionally using the prestige of their office or privileged information acquired in their official County position for their own private gain or that of another.

The Ordinance also prohibits former employees and officials, within one year following termination of their County employment, from acting as a compensated representative of another in dealing with the County in connection with any specific matter in which the official or employee participated substantially as a County employee. The Ordinance also requires designated County employees and officials to file financial disclosure statements within thirty days of their initial employment and on an annual basis. These statements must include disclosure of certain gifts received from persons who have contracts with the County or are regulated by their agency. Finally, the Ordinance requires lobbyists who intend to influence a person in the performance of that person's official duties to register.

There is a three-member Frederick County Ethics Commission, which administers the Ordinance and renders opinions concerning its provisions. The Ethics Commission has the authority to grant exemptions under certain circumstances. Violation of the Ordinance is a misdemeanor and, upon conviction, the person is subject to a fine of up to $1,000 or six months in prison, or both.

Copies of the Ordinance are available on the Ethics Commission's website at www.frederick.md.us/Ethics/Ordinance.pdf. Revised 8/01/2006

TRAINING
(11.6)

Date: 5/1/02
1/1/07

PURPOSE AND POLICY STATEMENT:

As knowledge and skill requirements in all areas of employment are constantly changing and expanding, it is important for Frederick County Government to develop and support comprehensive training programs for its employees. These training opportunities provide employees with the opportunity for career training and development, in order that services rendered to the County will be more efficient and effective.

GENERAL GUIDELINES:

The Division of Human Resources provides training courses that cover a variety of topics and purposes for all employees. Upon approval from the Supervisor, employees may attend training programs sponsored by the Division of Human Resources. Trainings hours should be compensated as regular work hours. Employees do not have to use leave to attend a County provided training.

The Division of Human Resources publishes a training schedule bi-monthly that is distributed to all employees. The schedule is also published quarterly in the County Column.

REGISTRATION:

Enrollment in any training class requires the approval of the employee's Supervisor. Employees may register over the phone 301-600-1070 or through email. Outside organizations may participate in the County training programs on a space available basis.

DIVISION OF HUMAN RESOURCES SPONSORED TRAININGS:

STAFF TRAINING: Frederick County Government sponsors training that are designed to increase an individual's personal and professional development. Enrollment in any class requires the approval of the employee's Supervisor. Classes on management skills, organizational development, and specific skills within the Frederick County Government system are provided.

SUPERVISORY TRAINING: This is a series of core seminars and workshops for Supervisors, which covers the principles of supervision, performance management, and supervising within Frederick County Government. Current Supervisors and new Supervisors are welcome.

NEW SUPERVISORY TRAINING: This training provides new Supervisors with basic information on supervising other County employees, including leave policies, timesheet information and disciplinary actions.
LIFESKILLS TRAINING: This training is a series of workshops and seminars developed with the intent of providing guidance and skills training to enhance employees' physical and mental health.

HEALTH AND WELLNESS WORKSHOPS: This is a series of workshops offered by the County's health insurance provider.

TRAVEL/CONFERENCE TIME

(11.7)

Date: 3/2/99

PURPOSE:

The purpose of this policy is to explain the timekeeping procedures for travel and conference time.

POLICY:

When employees are attending Supervisor approved training and conferences during a normal workday, the policy is they are paid normal hours plus the cost of lunch, if it is not already included in the training. Hours traveling to and from the training are included in the workday. No additional time is allowed.

RESTRICTIONS ON ACCESS TO COUNTY PROPERTY

(11.8)

Date: 1/1/07

PURPOSE:

The purpose of this policy is to explain the restrictions on access to County property.

POLICY:

County property is for the sole use of conducting County business unless other use is expressly authorized by the County Commissioners or otherwise permitted by law. Organizations that wish to solicit County employees and/or distribute information may not do so at County facilities except from the public right-of-way, which is generally the sidewalk adjacent to and running along a public street.

Non-County organizations may not solicit or distribute information at the following locations:

- Inside County buildings
- On County parking lots or grounds
- On entrance walks that lead FROM the public right-of-way to County buildings

Any such prohibited activity at a County facility should be reported to the Director of Management Services or Director of Facility Services.

RECORDS RETENTION

(11.9)

Date: 1/1/07

PURPOSE:

The purpose of this policy is to explain records retention for closed recruitment and terminated personnel files.

POLICY:

Recruitment files will be kept on record for 3 years after the closing date. Terminated personnel files will be kept on record for 10 years after the employee's termination date. After the marked number of years all records will be shredded.

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HUMAN RESOURCES' CONTACTS

Section 1.3

Date: 5/1/02
1/1/07

For Help with:	Contact:
Address Changes	Jenni Kimmel 11678 (Payroll)
Americans with Disabilities Act (ADA) Info.	Mary Lee Schumeyer 11663
Background Investigations/Fingerprints	Mary Lee 11663
COBRA Medical Insurance Continuation	Bonnie Madison 11190
Comstar Credit Union	Mary Lee 11663
Deferred Compensation Plan*	Kristin Brandenburg 11854
Direct Deposit*	Jenni 11678 (Payroll)
Drug and Alcohol Testing	Kristin 11854
Education/Tuition Reimbursement Program*	Mary Lee 11663
Employee Assistance Program (EAP)* • EAP Phone 1-800-765-0770	Mary Lee 11663
Employment Applications	Sue Kimberlin 11070; Gin Elgersma 11619
Employment Verification	Jenni 11678 (Payroll)
Extended Sick Leave	Mary Lee 11663; Diane Hoffman 11625
Family Leave	Mary Lee 11663; Diane 11625
Flexible Spending Accounts*	Kristin 11854
Health/Dental Insurance*	Bonnie 11190
House Keys Program	Kristin 11854
Job Descriptions	Gin 11619; Kristi Houck 11614
Job Opportunities	Web: www.co.frederick.md.us/HumanResources Cable TV: Channel 19 (Frederick)
Leave Use	Mary Lee 11663; Diane 11625
Life Insurance	Kristin 11854
Long Term Care Insurance*	Kristin 11854
New Employee Orientation	Bonnie 11190
New Employee Orientation &/or Physical Packets	Sue 11070
Newsletter*	Kristi 11614
Pay for Performance*	Lisa Gregory 11170; Mitch Hose 11148
Personnel Rules Books	Bonnie 11190
Physical Examinations/Psychologicals	Kristin 11854
Procedures Manual*	Lisa 11170
Recruitment and Selection • Request to Fill Vacancy Forms* • Applicant Review/Selection • Test Administration • Orientation Packets	 Gin 11619; Kristi 11614 Mary Lee 11663; Gin 11619 Gin 11619 Sue 11070
Retirement (County & State)	Diane 11625

For Help with:	Contact:
Savings Bonds	Mary Lee 11663
Service and Merit Awards	Mary Lee 11663
Sick Leave Donor Program*	Mary Lee 11663; Diane 11625
Tax Withholding Information*	Christie Kave 11123 (Payroll)
Temporary Staffing	Mary Lee 11663
Time Sheet Entries	Pat Roberson 11477 (Payroll)
Training Workshop Information*	Kristi 11614
Unemployment Information	Kristin 11854
Wage and Salary Administration	Tracy Lobuts 11786; Lisa 11170
Workers' Compensation	Mike Beard 11357 (Risk Management)

All phone numbers are (301) 600-(last four digits)

*Forms and/or Information available on Frederick County Intranet

Section 2.4 **Date: 4/92**

WHAT CAN AND CANNOT BE ASKED DURING A JOB INTERVIEW

This chart provides general guidelines, both for job applicants and employers, as to what can or cannot be asked during a job interview in regard to anti-discrimination laws pertinent to race, religion, color, national origin, sex, age, disability, or marital status. This applies to recruitment, hiring, transfers, promotions and other applicable conditions or employment.

The general rule is that all questions asked MUST be related to the performance of the specific job duties.

WHAT CAN BE ASKED	SUBJECT	WHAT CANNOT BE ASKED
	Race or Color	Race, complexion or color, ethnic affiliation.
	Birthplace	Birthplace of applicant, or If applicant's parents, spouse or other close relatives.
Will your observed Sabbath and religious holidays create a conflict relative to the established normal work week? If applicant is rejected because of conflict with religious observances, then verification of undue hardship and unreasonable accommodation is necessary.	**Religion**	Inquiry into an applicant's religious denomination, religious affiliations, church, Parrish, pastor or religious holidays observed. An applicant may not be told "This is a (Catholic, Protestant, Jewish, etc.) Organization.
	National Origin	Inquiry into applicant's lineage, ancestry, national origin, descent, parentage, or nationality. Inquiry into nationality of applicant's parents or spouse. What is applicant's mother tongue?
	Sex	A pre-employment inquiry as to sex on an applicant shall be unlawful.
	Marital Status	Are you married? Where does your spouse work? What are the ages of your children, if any?
Are you between 18 and 65 years of age? If not, state your age.	**Age**	How old are you? What is date of birth?
	Disability	Do you have a disability? Have you ever been treated for any of the following diseases? (list diseases) Has any member of your family ever had and of the following diseases? (list diseases)
Have you ever worked for this company under a different name? Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work record? If yes, explain.	**Name**	Original name of an applicant whose name has been changed by court order or otherwise. Maiden name of a married woman. If you have ever worked under another name, state name and dates.
Applicant's place of residence. How long a resident of this state or city?	**Address**	
	Photograph	Requirement that an applicant affix a photograph to the employment form at any time before hiring or at his/her option.

WHAT CAN AND CANNOT BE ASKED DURING A JOB INTERVIEW (continued…)

WHAT CAN BE ASKED	SUBJECT	WHAT CANNOT BE ASKED
Are you a citizen of the United States? If not a citizen of the U.S., does applicant intend to become a citizen of the U.s.? If you are not a U.S. citizen, have you the legal right to remain permanently in the U.S.? Requirement that applicants state whether they have ever been arrested as an enemy alien.	**Citizenship**	Of what country are you a citizen? Whether an applicant is a naturalized or a native born citizen; the date when the applicant acquired citizenship. Requirement that applicant produce naturalization papers or first papers. Whether applicant's parents or spouse are naturalized or native born citizens of the United States. The date when such parents or spouse acquired citizenship.
Inquiry into languages the applicant speaks and writes fluently. What foreign languages do you read fluently, write fluently or speak fluently?	**Language**	Inquiry into how the applicant acquired the ability to read, write or speak a foreign language.
Inquiry into the academic, vocational or professional education of an applicant and the public and private schools he/she has attended.	**Education**	
Have you ever been convicted of any crime? If so, where and what was the disposition of the offense?	**Arrests and Convictions**	Have you ever been arrested? (An employer's use of an individual's arrest record to deny employment would, in the absence of business necessity, constitutes a violation of the human rights law.)
Names of applicant's relatives who are already employed by this company.	**Relatives**	Names, addresses, ages, number or other information concerning an applicant's children or other relatives not employed by this company.
Name and address of person to be notified in case of an accident or emergency.	**Emergency Notification**	
Inquiry into work experience. Inquiry into countries applicant has visited.	**Experience**	
Have you ever been a member of the armed services of the United States or in a state militia? If so, did your military experience have any relationship to the position that you have applied?	**Military Experience**	Inquiry into an applicant's general military experience.
Are you a member of any club organizations, etc. (exclude organizations, the name or character of which indicates the race, creed, color or national origin of its members)?	**Organizations**	List all clubs. Societies and lodges to which you belong.
Who are persons we may contact as references for you?	**References**	

Section 8.4 **Date: 5/1/02**

FREDERICK COUNTY GOVERNMENT
DIVISION OF HUMAN RESOURCES

SICK LEAVE DONOR PROGRAM
REQUEST FOR LEAVE DONATION

Name of Recipient:_____ _____
(last) (first middle)

Social Security #:_____

Division/Department/Agency:_____

Position Title:_____

Date of Employment: _____

Circle the appropriate title to identify the person who is d:
self child dependent spouse in-law

Anticipated length of Recipient's absence from work*, f d: _____
(days, weeks &/or months)

I am hereby requesting the donation of leave time on Sick Leave Donor Program. This is due to the illness, injury or disability of the person identified above

I authorize the Director of Personnel, the Donor Progra others who participate in the process, as part of their efforts to solicit donations, to release information c st to others.

I waive any claim that I might have now or in the fu ard of County Commissioners or its employees regarding the distribution of information (personal, med rtaining to this request.

I have attached the Medical Care Provider's Statement cess.

I request that, if possible, my use of donated leave* will _____.
date)

Signature of Recipient: _____ _____

Signature of Recipient's Supervisor: _____ Date: _____

* * * * * * * * * *

The above request for donation of leave is: ☐ App ☐ Denied

Signature of Director of Human Resources: _____ Date:_____

* This leave will be counted against the Recipient's F al Leave Act) entitlement of a total of 12 work weeks of leave (paid or unpaid) during any 12 month p begins when any type of leave (paid or unpaid) is used due to a qualifying condition as stated in Chapt f the Frederick County Personnel Rules.

06/98

SAMPLE

FREDERICK COUNTY GOVERNMENT
DIVISION OF HUMAN RESOURCES

SICK LEAVE DONOR PROGRAM
MEDICAL CARE PROVIDER'S STATEMENT

TO BE COMPLETED BY THE RECIPIENT:

Recipient name:_____
(last) (first) iddle)
Home address:_____

Social Security #:_____ Home telep)_____

Patient name:_____
(last) (first) iddle)
Home address:_____

Social Security #:_____ Date of Birt

Relationship to Recipient - Circle the appropriate title to i o is ill, injured or disabled:
child dependent spouse parent nt-in-law

TO BE COMPLETED BY THE MEDICAL CARE PROVI

Diagnosis and concurrent conditions:

Is the condition due to an on-the-job injury/illness?
☐ yes ☐ no
If yes, please explain: _____

Prognosis:_____

Date the patient first consulted you for this condition: _____
Is the patient still under your care for this condition?
☐ yes ☐ no

SAMPLE

SICK LEAVE DONOR PROGRAM
MEDICAL CARE PROVIDER□S STATEMENT (page 2)

Recipient name: _____

Patient name: _____

Can the patient return to work in a different capacity? (e.g. hours per day, limited days per week, lesser duties, with specified limitations, etc.)
□ yes □ no □ not applicable
If yes, please give date of return, limitations and/or part capacity: _____

The Recipient named above as my patient will be continuously disabled, and unable to work for the period from:

_____ to _____.
(date)

Due to illness, injury or disability, the patient named above requires comprehensive care by the Recipient for the period from:

_____ to _____.
(date)

Printed name and title of medical care provider: _____
Office address: _____
Office telephone number: (____)

Signature of medical care provider: _____ Date: _____
MD State License #: _____

SAMPLE

06/98

FREDERICK COUNTY GOVERNMENT
DIVISION OF HUMAN RESOURCES

SICK LEAVE DONOR PROGRAM
LEAVE DONATION FORM

The Sick Leave Donor Program enables a regular Co[illegible]nate accrued leave (sick, annual, compensatory and/or holiday) directly to another regular County empl[illegible]sted all of his/her accrued leave and is facing an extended absence brought about by the illness, inju[illegible]e affected employee or his/her covered family member. The donation of leave time is strictly voluntar[illegible]

Name of Donor:_____
(last) (first middle)

Social Security #:_____ Date of E[illegible]_____

Division/Department/Agency: _____

Position Title:_____

I HEREBY AUTHORIZE and request Human Resourc[illegible]me from my accrued balance(s) and donate this leave as follows:

Name of Recipient:_____
(last) (first middle)

Division/Department/Agency:_____

LEAVE DONATION:
More than 1 type of leave may be donated at the same[illegible]eave type for each line:

Type of leave:				[illegible]umber of hours:
☐ Sick	☐ Annual	☐ Compensatory	☐ Holiday	_____
☐ Sick	☐ Annual	☐ Compensatory	☐ Holiday	_____
☐ Sick	☐ Annual	☐ Compensatory	☐ Holiday	_____
☐ Sick	☐ Annual	☐ Compensatory	☐ Holiday	_____
		Total number of hours donated		_____

I understand that sick leave hours, once donated, are[illegible] and will no longer be a factor in my retirement benefit calculation.

Signature of Donor: _____ _____

06/98

SAMPLE

Section 8.5

FREDERICK COUNTY GOVERNMENT
Return to Work Evaluation

Patient's Name:_____ Date:_
Attenti agnosis on this form

The following medical recommendation is based on a review of hination and the specific requirements of the position occupied by the examinee.

Please check where appropriate:

___ The examination indicates no significant medical impairmer work consistent with skills and training.

___ The examination indicates non-occupational medical impair under care of personal physician for medical follow-up.

___ The examination indicates that a medical impairment curren assignment on the following basis:(Check all areas appropri

___ Not to work around moving machinery
___ Not to operate a Motor Vehicle
___ Not to work on ladders or at unprotected heights
___ No work in contained area (inside tanks or vessels)
___ No work in areas with dust, fumes, or chemical irritants
___ No work with skin irritants and/or sensitizers
___ No work with respiratory irritants and/or sensitizers
___ Not to work with a particular chemical or group of chemical _____
___ Must wear corrective lenses
___ No work requiring accurate color perception
___ No work requiring manual dexterity
___ In an 8 hour workday, patient can stand/walk:
___ None ___ 1 hour ___ 2 hours _
___ 5 hours ___ 6 hours ___ 7 hours _

___ In an 8 hour workday, patient can sit:
___ None ___ 1 hour ___ 2 hours _
___ 5 hours ___ 6 hours ___ 7 hours _

___ Patient can lift: ___ Occasionally ___ Frequently
___ Up to 10 Pounds ___ 11-20 Pounds ___ 21-50 Pounds

Hands can be used for repetitive action such as:

Simple Grasping	___ Yes ___No	No
Pushing	___ Yes ___No	No
Pulling	___ Yes ___No	No
Fine Manipulation	___ Yes ___No	No

Feet can be used for repetitive movement as in operating foot co
___ Yes ___ No

Patient is able to:

	Occasionally	ver
Bend	_____	___
Squat	_____	___
Crawl	_____	___
Climb	_____	___

List other restrictions or limitations:

Physician's Signature_____

SAMPLE

Section 8.10

COMPENSATORY TIME AGREEMENT

The employee whose name appears below ag Compensatory Time Rules. The rules (as stated in the Personnel Rules) provide:

A. All non-exempt employees (i.e. those ceive overtime) will be eligible to accrue and use compensatory time.

1. "Compensatory time" means time wo pt employee in addition to the standard work hours in the regular work week for the .

2. Compensatory time must be approved supervisor before the time is accrued or used. In addition, the supervisor will decide w y time will be given instead of overtime or straight time.

3. For a non-exempt employee whose re 35 hours, compensatory time will be accrued on a hour for hour basis for hours worke k but less than 40 hours. For all employees, with the exception of Correctional Officers eputy Sheriff's, hours worked above 40 will be accrued on a 1 ½ hour for hour (time Example: 35 hour employee
37 hours worked = 2 hours compensat
42 hours worked = 5 hours + (2 hours ompensatory time

4. Accumulation of compensatory time e employee's regular work week (e.g. 35-hour employees will be limited to 35 hours es to 40 hours). Accumulated, but unused compensatory time will be aid to non- at the time of separation.

5. Before compensatory time may be ap the employee must first sign a Compensatory Time Agreement. The signed Compe ment will be kept in the employee's personnel file, in the human resources office.

SAMPLE

Employee name – printed artment

Employee Signature date

Supervisor Signature date

PERSONNEL ACTION FORM

Employee Name

Last Name	First Name	MI

Effective Date:	Dept. Number:	SSN#:	Employee#

Personnel Request:	9 ADD	CHANGE	9 REMOVE
Request Details Check one:	Position Title: _____ 9 New Position 9 Replacement (Who?) _____ 9 Full-Time Regular - 100% Salary: _____ Grade: _____ Hours/Week: 935 940 948 9 Part-Time Regular -_____% Salary: _____ Grade: _____ Hours/Week: _____ 9 Part-Time (no benefits) Hourly Rate: _____ 9 Temporary Hourly Rate: _____ Hours/Week: _____ Estimated Duration # of Weeks:_____ 9 On-Call Attachments: I-9 Federal Form W-4 Tax Form; State Tax Form	UST OCCUR AT THE A PAYROLL PERIOD PT Regular _____ FT Regular _____ PT (no benefits) _____ PT (no benefits) _____ _____/day _____/day y nment: New Grade _____ New Grade _____ New Grade _____ ansfer _____	Reason: 9 Resignation 9 Retirement 9 Termination Important: A letter of resignation or an explanation for the termination must be attached Pay Leave Accrual? 9 Yes 9 No If no, explain, _____ _____ Eligible for Rehire? 9 Yes No, Dept No, County If no, explain, _____ _____ _____ _____ Other Attachments: Exit Interview Form Property Checklist Final Evaluation

SAMPLE

Appropriate attachments MUST be included or Personnel Action will not be pro

APPROVAL SIGNATURES

Initiator:	Date:
Department Head Approval:	Date:

FCG CENTRAL HR OFFICE USE ONLY

Human Resources Approval:	Date:

ACTION

Hire	Rehire	Promotion	Pay Rate Change	Additional Job		Termination	Data Change	Demotion	**ACTION REASON**
LOA	Paid LOA	LTD w/Pay	LTD	STD w/		eturn-LOA	Return-DIS	Suspension	

SALARY CHANGE INFORMATION

Exempt - current salary :	Promotion - Nev (10% increase or	pgrade - New Salary 7% increase or base of new grade)	Demotion - New Pay 9 Voluntary (3.5% reduction to maximum of 7% or max of pay grade) 9 In-Voluntary (7% reduction to maximum of 14% or max of pay grade)
Non-Exempt - current hourly rate:	Promotion - Nev increase or base	pgrade - New Hourly Rate 7% increase or base of new grade)	

JOB DATA INFORMATION

Job Code	Reg or Temp	Full or Part	Standard Hrs	FTE	Pay Group	EE Type	Holiday Schedule
Salary Plan	Grade	Comp Frequ	Annual Benefits Base Rate		Benefit Program		Seniority Date

HIRE PROCESS CHECKLIST

Base Benefits

Add: 9 **Benefit Program Participation**
9 **Leave Plan**

9 **Direct Deposit**
9 **Federal Tax Data**
9 **State Tax Data**
9 **Worker's comp Deduction**
9 **Union Dues**
9 **Savings Bonds**

TERMINATION PROCESS CHECKLIST

Base Benefits

Term: 9 **Benefit Program Participation**
9 **Leave Plan**

9 **Direct Deposit**
9 **Federal Tax Data**
9 **State Tax Data**
9 **Worker's comp Deduction**
9 **Union Dues**
9 **Savings Bonds**
9 **Pay Advance**

DRUG TESTING POOL INFORMATION - enroll emp pool(s):

9 **Transit – CDL** 9 **Other – CDL** 9 **Sensitive**

K

SAMPLE

Section 8/13
FREDERICK COUNTY GOVERNMENT
DIVISION OF HUMAN RESOURCES

Section 8.12 CERTIFICATION OF PHYSICIAN OF PRACTITIONER (FAMILY AND MEDICAL LEAVE ACT OF 1993)

1. Employee's Name:

2. Patient's Name (if other than employee):

3. Diagnosis:

4. Date Condition Commenced: f Condition:

6. Regimen of treatment to be prescribed (Indicate nu nature and duration of treatment, including referral to other provider of health services. Include schedule of visits s medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's urs per day or days per week.):

a. By Physician or Practitioner:

b. By another provider of health services, if r Practitioner:

IF THIS CERTIFICATION RELATES TO CAR OYEE'S SERIOUSLY ILL FAMILY MEMBER, SKIP ITEMS 7, 8 AND 9 AND PROCEED TO ITEMS 1 ERSE SIDE. OTHERWISE, CONTINUE BELOW.

Check Yes or No in the boxes below, as appropriate

	YES	NO	
7.	☐	☐	Is inpatient hospitalization of the emplo
8.	☐	☐	Is employee able to perform work of an Item 9).
9.	☐	☐	Is employee able to perform the functio on? (Answer after reviewing statement from employer of essential functions of employee's positi l, after discussing with employee.)

SAMPLE

FOR CERTIFICATION RELATING TO CARE FOR THE EMPLOYEE'S SERIOUSLY ILL FAMILY MEMBER, COMPLETE ITEMS 10 THRU 14 BELOW AND RETURN TO THE FAMILY EMBER AND PROCEED TO IT[illegible] REVERSE SIDE.

	YES	NO	
10.	☐	☐	Is inpatient hospitalization of the f[illegible]) required?
11.	☐	☐	Does (or will) the patient require [illegible]dical, hygiene, nutritional needs, safety or transportation?
12.	☐	☐	After review of the employee's sig[illegible]n 14 below), is the employee's presence necessary or [illegible]for the care of the patient? (this may include psychological co[illegible]

13. Estimate the period of time care is needed or th[illegible] would be beneficial:

ITEM[illegible]PLETED BY THE EMPL[illegible] FAMILY LEAVE.

14. When Family Leave is needed to care for a seri[illegible]r, the employee shall state the care he or she will provide and an estimate [illegible]ng which this care will be provided, including a schedule if leave is to be [illegible] on a reduced leave schedule?

Employee Signature: Date:

Signature of Physician or Practitioner: Date:

Type of Practice (Field of Specialization, if any[illegible]

SAMPLE

DIVISION OF HUMAN RESOURCES
FREDERICK COUNTY GOVERNMENT, MARYLAND
Section 8.16

FRONTED HOLIDAY TIME AGREEMENT

The employee whose name appears below agrees to the Front reement. The Fronted Leave Policy rules provide that all fronted employees (i.e. those who are eli ed holidays) will be eligible to receive and use holiday time in accordance with the Personnel Rules.

Adjustments to holiday time will be made for the followi

1. If an employee is hired at any time other than the first p calendar year, the annual allotment will be reduced by the number of holiday hours that have already c
2. If an employee terminates prior to the end of the cale nore holiday hours than have chronologically occurred, the annual leave balance ho by the number of holiday hours used over those that have occurred.
3. If an employee terminates prior to the end of the cale ss holiday hours than have chronologically occurred, unused holiday hours will l e of termination. There is no payment for any unused holiday hours that have not chronolo
4. If an employee transfers from a fronted to non-fronte e end of the calendar year and used more holiday hours than have chronologically occurr balance will be reduced by the number of holiday hours used over those that have occurred. gh annual leave hours to cover the reduction, the remaining hours will be taken from the ours.
5. If an employee transfers from a fronted to non-fronte e end of the calendar year and used less holiday hours than have chronologically occurred, th ensation plan will be increased to show available hours equal to the number of hours not use
6. If an employee transfers from a non-fronted to fronte e other than the first pay period of the new calendar year, the annual allotment of holiday ho by the number of holiday hours that have already occurred.
7. If an employee has a change in shift assignment that r ours, an adjustment will be made to the holiday leave plan hours.

Employee Name - Printed

e ID Number

Employee Signature

SAMPLE

Section 10.1

EXIT INTERVIEW FORM

Employee's Name:_____

Department: _____

I am going to ask you a number of questions about with the County. If you prefer not to answer some of the questions, please let me know. Y not be a part of your Personnel file. If you would like to talk to my supervisor, the Departm ion Director, or the Director of Human Resources instead of me, you are welcome to do so.

1. How do you feel about the job you are leaving ur job was the most satisfactory? What did you like the least about it?

2. Was your workload usually: Too great ( ) A light ( )

3. Did you feel you received necessary and ion on such things as policies and procedures?

4. Were you given proper training and the opport job?

5. What do you think about the County as a plac o you like the most about it? What do you like the least?

6. How would you rate your supervisor?
Why?:

7. Why did you decide to make a job change?

8. Do you have any other suggestions for improv tment or in the County?

Signature of Interviewer:_____ Date:_____

Printed name of interviewer:_____

SAMPLE

Section 10.2

Routing list:
Human Resources/Payroll _____
Operations Center, IIT _____
Financial Systems, Accounting _____

County Property and Syst[em] ... sts for Employee Termination

Both checklists must be completed when an employee term[inates]

On the Property checklist, check off each item as it applie[s] ... nformation where necessary, and initial in the far right column. When all items have been collected by the supervisor, (or if ... ed), fill in required signatures below.
On the IIT System Access checklist, fill in the applicable se[ctions] ... ms together to Payroll for processing **prior to** the final paycheck date.

Notice: Final Paycheck: An employee's final paycheck wi[ll be] ... f a "hard" negotiable check. *The employee must sign the form to acknowledge reading this notice regarding their final check*

Department: _____ Employee ... _____

Employee Name_____ Terminati ... _____

Employee Address where final check is to be sent: _____
_____
_____

Employee Signature: _____ _____

	Property Item		...standing	Not Applicable	Supervisor's Initials
Keys	Building Key				
	Office Key				
	Desk Key				
	Co. Vehicle Key				
	Paddle Key				
Cards	Fuel Card/Pin #				
	Purchasing Card – Wal Mart				
	Procurement Card – Bank of America				
ID's	County ID Badge				
	Law Enforcement Badge				
Clothing and Tools	Uniforms				
	Tools				
Electronic Devices	Cellular Phone				
	Pager				
	Personal Digital Assistant (Palm Pilot)				
	Personal Computer/Lap Top				
Educational Reimbursement	Tuition Payment				

Signature of Supervisor: _____ _____

Received in HR by: _____ Date: _____

SAMPLE

Section 10.2 - IIT System Access Termination Checklist

The integrity and security of Frederick County Government's computer systems are **every** employee's responsibility. Please help IIT safeguard the County's technology resources by completing the following form and route same to Human Resources ***immediately*** following every employee termination.

Should you have any questions concerning this checklist or the contents thereof, please contact IIT's Operations Center at x11013 (301.694.1013).

Employee Name: _____ **Termination Date:** _____

SAMPLE

Local Area Network (LAN) Access
Logon Id: _____

Access Removed: □ Yes □ No □ Not Sure Initials__

Comments:_____

Dial In System Access
Did this employee have the capability to "dial in" to any computer system? □ Not Sure □ Yes □ N

Did they use Public Access (*PAS*)? □ Yes □ No

Did they use the PortMaster? □ Yes □ N

Access Removed: □ Yes □ No Initials __

Legacy System Access (HP3000) -- Describe below wha computer application systems that this employee accesse e.g., *Universal Logon* (ULS), *Retirement System, Developme Review* (CORR), Purchasing (UPS), etc.

_____

_____

_____

_____

_____

Comments:_____
Access Removed: □ Yes □ No Initials __

Electronic Mail Access

Outlook Mailbox Removed: □ Yes □ No Initials __

Comments:_____
TeleStaff Access (Career FireFighters Only – DFRS to com
Access Removed: □ Yes □ No Initials _____

als:

Id: _____
Removed: □ Yes □ No Initials _____

Resources

Id: _____
Removed: □ Yes □ No Initials _____

ents:_____

Software Systems

: _____

Id:_____
Removed: □ Yes □ No Initials _____

: _____

Id:_____
Removed: □ Yes □ No Initials _____

ents:_____

Wireless Systems

Number: _____
Changed : □ Yes □ No Initials _____
Removed: □ Yes □ No Initials _____

ss Number: _____
Rcvd: □ Yes □ No Initials _____
r(s) Rcvd: □ Yes □ No Initials _____

Number: _____
Rcvd: □ Yes □ No Initials _____

Comments:_____

IIT Manager Signature:_____

PeopleSoft Access (To be completed by Finance Division)

FREDERICK COUNTY
PAYCHECK AND LEAVE PAYOUT BENEFICIARY FORM

INSTRUCTIONS: This form is used to designate the person or persons to receive any paycheck balance and/or eligible accrued leave payout in the event of your death.

EMPLOYEE INFORMATION

Name (Last, First, M.I) | Employee # / Social Security #

Address (Street Add | ode)

Department | Position | r Week | Work Ext.

BENE | TION

PRIMARY BENE | NT _____%

Name | S | **Relationship**

Address (Street address, city, state, zip code) | **Date of Birth**

BENEFICIARY |) **CONTINGENT** **PERCENT** _____%

Name | S | **Relationship**

Address (Street address, city, state, zip code) | **Date of Birth**

BENEFICIARY |) **CONTINGENT** **PERCENT** _____%

Name | S | **Relationship**

Address (Street address, city, state, zip code) | **Date of Birth**

Note: According to IRS Publication 15, Circular E – Special Rules for Various Types of S
subject to Social Security and Medicare tax as well as federal unemployment tax. However,
year of the worker's death, they will be exempt from Social Security, Medicare and federal u

ceased worker paid to a beneficiary in the same calendar year as the worker's death will be
l and state income tax withholding. If the wages are paid to the beneficiary after the calendar
d state income tax withholding.

I authorize the County to pay upon my death my final paycheck to m). I agree on behalf of my estate, heirs, and assigns, that the payment made by the County will release the County from any further oblig . If I have not designated any beneficiary, or if all the primary and contingent beneficiaries I have designated predecease me, then I dire it be made to my estate. I understand that I may change beneficiaries anytime by completing and filing a new Beneficiary form. If I do com ary Form, then this form I am now completing is voided.

Employee's Signature | **Date**

SAMPLE